

13<sup>th</sup> January 2017

Dear Parent/Carer,

**Re: Guidance for Parents/Carers in the Case of Bad Weather**

It is our policy to remain open unless we are forced to close because there is a risk to the health and safety of staff and students.

The decision to close the school either before or during the school day will be made by the Principal. The school will only be closed if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the school running safely.
2. Conditions on site are dangerous
3. Conditions are considered to be or are anticipated to later become too hazardous for travel.

If the school is to close:

A Text Message via will be sent to all parents/carers and regular updates will be provided on the School Website ([www.thebritishsikhschool.com](http://www.thebritishsikhschool.com)), our Facebook page and local radio stations. This situation is highly unlikely and will be avoided where possible. There is no need to contact the school to check whether or not the school is open. While we understand parental concerns, it would be helpful if parents/carers were aware of the difficulty for an office responding to literally hundreds of calls. Please do not telephone the school at these times unless there is an emergency.

The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents. However parents are expected to check the website when it is clear that a closure is a possibility.

Should the weather deteriorate during a school day, students will only be sent home if we feel that the buses would not be able to run at their normal time or if we believe that any student is at risk of being unable to travel home safely. If this is the case parents will be contacted directly to let you know the arrangements. We will also put a notice on our school website and a text message will also be sent.

No students will be allowed to leave school early without permission from their parent/carer.

Yours sincerely,

Mrs Jaswinder Kaur Sangha  
Principal

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**Re: Guidance to Parents Snow/Severe Weather Policy**

I have read the School Policy and give the Principal permission to decide on school closure.

Name of son/daughter (name of Child) \_\_\_\_\_ Form \_\_\_\_\_

Signature \_\_\_\_\_