



BROAD OAK COMMUNITY PRIMARY SCHOOL

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Executive Headteacher: Mrs Inez Morse
Head of School: Mrs Jackie Hewess
Joint Chair of Governors: Mrs Simone Foy and Ms Sam Gleadow

Dear Parents/Carers,



SEVERE WEATHER / EMERGENCY CLOSURE ARRANGEMENTS

Whilst we will endeavour to keep the school open, I would like to remind everyone of procedures to follow in the event of a school closure.

Emergency Closure whilst your child is at school

If severe weather conditions or an emergency occurs whilst your child is at school, we will telephone or text message you via ParentMail to inform you of arrangements. Please can we remind you to **keep your home, work and mobile phone contact numbers up to date with both the school office and on the ParentMail system.**

General Emergency Closure

Often the quickest way to find out if school is closed on any given day is by checking The East Sussex County Council web site. <http://www.eastsussex.gov.uk/educationandlearning/schools/schoolclosures.htm>
This will show all school closures and you can register on their web site to receive text alerts.

Messages will also be broadcast on:-

- BBC Sussex Radio,
- Heart FM and
- on the school answer phone if possible.

Our office staff will do their best to send a message to all parent carers via ParentMail by email or text.

Any message will contain information of closure or details of changes to normal school arrangements. It can take some time for radio messages to filter through so we recommend looking out for text/e-mail alerts.

Yours sincerely

Jackie Hewess

Head Of School