



Dear Parent/Carer

February 2018

**Adverse weather conditions – School Closure Procedures**

In view of the recent weather conditions and current predicted forecast; we have taken the opportunity to review the school closure procedures and would like to share this information with you.

The decision to close the school lies with Claire Price, Headteacher. We will only close when adverse conditions make the safe operation of the school not possible.

We will always try to keep the school open when safe to do so. Inclement weather conditions (i.e. light snow) will not automatically lead to closure. Students should attend school as normal unless advised otherwise.

The school will use information from a number of sources to make its decision, including the Met Office, assessment of the school site and the surrounding area, and advice from Monmouthshire County Council.

When a decision is taken to close the school on the grounds of pupil and staff safety, we will inform parents via the following means:

**Closure before the school day starts**

- Parents will receive a message through Parentmail at the earliest opportunity containing as much information as possible known at that time regarding duration of the closure
- Information will be placed on the home page of the school website – [www.chepstowschool.net](http://www.chepstowschool.net)
- A message will be issued through social media, including Twitter [@chepstowschool] and Facebook [@ChepstowSchool]
- A message will be shared with the local authority
- A message will be left on the school answer phone system, telephone number: 01291 635777

**Closure during the school day:**

- Parents will be contacted through the Parentmail system to advise that their child is permitted to leave school early or that school is closing early
- Information will be placed on the home page of the website
- A message will be issued through social media, including Twitter and Facebook – details as above
- A message will be shared with the local authority
- A message will be left on the school answer phone system, telephone number: 01291 635777

The Headteacher may permit students in certain areas to leave school early, rather than close the whole school. We will always consider alternatives to closure before sending students and staff home. It may be the case that only those students travelling using the school buses or living in more rural areas will be permitted to leave school early.

Thank you for your assistance and kind cooperation in this matter.

Yours faithfully

Allison Crossland School Business Manager