



School Lane, Newton Burgoland, Leicestershire LE67 2SL. Telephone: 01530 270320

Email: [admin@newburland.leics.sch.uk](mailto:admin@newburland.leics.sch.uk) and Website: [www.newburland.leics.sch.uk](http://www.newburland.leics.sch.uk)

Head Teacher: Mrs. Sue Ward B.Ed. (Hons) M.A.

## Together We Can Achieve Excellence

### EMERGENCY CLOSURE INFORMATION

The procedure for informing you of our school closing due to severe weather or in case of emergency closure is as follows, if possible we will: -

- Send a text message to our school community
- Put an announcement on our Website front page
- Details will be passed to the local radio station, Radio Leicester - 104.9 FM
- Radio Leicester will broadcast the information from 7.30 am.
- You can also access the up to date information on line at Radio Leicester [http://news.bbc.co.uk/local/leicester/hi/tv\\_and\\_radio/](http://news.bbc.co.uk/local/leicester/hi/tv_and_radio/)
- Parents/Guardians **must not contact the radio station** direct as this hinders the process.

**Severe Weather;** please check that the school is open before you travel, we try and send a text message when possible; we are located in a rural area and school staff travel some distance to get to work.

**Closure or Early Closure due to Severe Weather;** such decisions are never made lightly and have to take into account the safety of all pupils, parents and staff, some of whom travel some distance. The decision to close must be safe for everyone concerned; it will be based on the weather forecast, reports of road conditions from governors, parents, staff & other school users. There may be localised weather and road conditions that effect travel to and from school for staff; we can only open if staffing levels are safe.

**Please make sure you have an alternative local adult that can collect your child should the decision be made to close early and you are unable to reach school in a reasonable time; please inform the office.**

### Health and Safety

During adverse weather conditions we will endeavour to minimise the risk to school users by carrying out the following: -

- A safe route from the main gate to all school entrances will be cleared of snow and/or ice and gritted.
- Warning signs will be displayed.
- All school users/visitors/staff, including pupils, must keep to the cleared & gritted routes.

**Please note that all school users have a personal responsibility to be careful when walking on snow and ice. Thank you for your support with this.**