



10th December 2018

Dear Parent/Carer

Severe Weather Arrangements

As we approach the colder season, it is timely to send out our revised guidance regarding arrangements for schools on coping with severe weather this winter.

The school will plan to remain open in all but exceptional circumstances. However on days when a significant fall of snow/icy road conditions may impede journeys to school – particularly for staff who travel a distance; the school may close or open late and close earlier than usual. This will allow time to clear the site of snow/ice and ensure that paths and entrances are safe.

We will make the decision between 6:00am and 7:00am where possible and will do this in conjunction with other schools in the town. Information about school closure or later opening times will be passed to the media as soon as possible. Information will be posted on local radio stations, the school website, Twitter and the Suffolk County Council website. Details of these websites and radio stations appear at the bottom of this letter.

Thank you for your cooperation

Yours sincerely,

Mrs Whitcombe
Headteacher

Radio Stations

Heart FM 97.1, 96.4 FM
Radio Suffolk 95.5, 95.9, 103.9, 104.9

Websites

www.schoolclosures.suffolk.gov.uk
www.castlemanor.suffolk.sch.uk



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