



Windsor Park CE Middle School

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Dear Parent /Carer,

As we move into colder weather I would like to take the opportunity to remind you of our emergency procedures.

Parents should assume school is open unless you receive notification from us via SchoolComms either by text, email or both or you can look at <http://www.staffordshire.gov.uk/Customer-Alerts/Customer-Alerts.aspx> .

We will only close overnight if advised to by the Police.

If conditions deteriorate during the school day we may close early. You should discuss such a situation with your child(ren) and **satisfy yourselves that they know what to do and where to go to be safe if you are still out at work.**

PLEASE DO NOT PHONE SCHOOL TO SEE IF IT IS OPEN! CHECK THE SCHOOL WEBSITE, FACEBOOK OR TWITTER. The school phone lines must be kept free to enable emergency calls to be made if necessary. We will send you a text message and/or email via our 'SchoolComms' system. Therefore, it is essential that your contact information is up to date.

You can also sign up for free alerts at www.staffordshire.gov.uk/Customer-Alerts.aspx.

Please note the above procedures will be followed in the event of **any** closure due to an emergency.

Yours sincerely,

Mrs L Wilbraham-Jones
Headteacher