



Stoke by Nayland Church of England Primary School and Early Years Setting



School Street Stoke by Nayland Colchester CO6 4QY

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Dear Parents,

Arrangements in case of School Closure due to bad weather or other unavoidable reasons.

As the evenings draw in and the weather gets colder, it seems a good time to remind ourselves of procedures in case we have to consider closing the school. The following procedures apply to any situation where we are forced to close the school due to unforeseen circumstances.

- 1.) Tune into Heart FM on 97.1 or 96.4 FM or Radio Suffolk on 95.5, 95.9, 103.9 or 104.6 FM which will broadcast all the latest news and tell you whether our school is closed. Radio Suffolk will have timed updates during snowy weather at 10 minutes past and 20 minutes to each hour.
- 2.) At Stoke by Nayland Primary School, we operate a "pyramid" system to inform parents of critical incidents such as school closures. This means we have divided our school home contact numbers into groups and asked one person to be group leader. If I have made a decision to close the school, I will inform the group leader directly who will then contact everyone on their list. This means we hope that everyone will get news of a school closure in good time.

Updated lists for group leaders have been provided by Mrs Drew and have already been distributed. Group leaders and their areas are as follows:-

Mrs King	Leavenheath
Mrs Bambury	Other Villages 1
Mrs Drew	Other Villages 2
Mrs Locke	Polstead
Mrs Collins	Stoke by Nayland 1
Mrs Walker	Stoke by Nayland 2

I will also endeavour to put a note on the website, subject to there being internet connection.

I do not make a decision to close the school lightly. My only consideration in the matter is the welfare and safety of children and staff. I must have enough staff in school to run it safely.

Thanks for your help with this.

Best Wishes,
Jane Le Grice

