NORTHFIELD MANOR PRIMARY ACADEMY

Mrs S Pennington: Head Teacher

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Re: School closure due to Severe Weather Conditions

This letter is to inform you of the procedures that we will take should there be the need for any closure of the school due to extreme weather such as heavy snow.

Any decision to close the school as a result of severe weather will be taken in the light of local conditions, an assessment of risk and with guidance from the local authority. A final decision will be taken in consultation with our Chair of Governors.

If snow is forecast for the following day:

- I will text you to let you know that snow is a possibility and that a decision will be made as soon as possible.
- If possible, a decision will be made at that point and you will know the evening before the closure
- If the weather is uncertain and a prediction is difficult, I will text you early the following morning.
- You will be kept updated by text for the following day(s) after that.

If we have an unexpected snowfall during the school day:

- if the snow is light we will remain open and you can collect your children at the normal time
- if snow is heavy or predicted to become heavy, we may ask you to arrange for your child to be collected as soon as possible

Any decisions to close the school will also be communicated on our webite www.northfieldmanoracademy.org.uk and via our twitter account @NorthManorAcad

I will also inform Birmingham City Council if our intention is to close so that they will include us on their school closures list via their website www.birmingham.gov.uk and on twitter @BhamCityCouncil
www.bbc.co.uk/wm will also broadcast this information.

Please make sure that the school has your up-to-date telephone number so that you don't miss any texts.
Yours faithfully
Mrs Pennington

Artsmark Gold Award Awarded by Arts Council England
Victoria Academies Trust
Bronze Eco-Schools Bronze Award