



# The Cedar School

[www.cedarschool.co.uk](http://www.cedarschool.co.uk)

**Communication – Empowerment – Discovery – Aspiration – Resilience**

9<sup>th</sup> December 2022

Dear Families

## **Cedar – Emergency Closure Procedure**

We will, hopefully, be fine but, with an increasingly wintry forecast over the coming days, we thought that it would be helpful to share our arrangements for what would happen if we ever have to close school in the event of poor weather or, indeed, for any other emergency reason.

We would only make this decision if we judged it unsafe to open school.

### **If we made the decision to close school before the beginning of the school day:**

- Karen Collins would send an email to all families on our email contacts list, informing you of this decision.
- Karen Collins would phone families not on the emails contact list.

These would be brief messages simply to alert everyone to the school's closure.

Then, later in the morning, a member of staff from your child's class will phone to talk further. These phone calls may well appear as blocked numbers on your phone because staff will often be using personal phones for such calls. Please can you kindly accept such calls in these circumstances. Thank you.

Please also keep an eye on your emails on days when the weather means that a school closure could be likely.

In the event of extreme weather, there are a number of rules which we have to adhere to before we are allowed to make a decision about closure or staying open. Equally the decision made by one school may, for very legitimate reasons, be different than that made by another.

### **If we made the decision to close school during the school day:**

- Karen Collins would send an email to all families on our email contacts list, informing you of this decision.
- School staff would phone families, starting with anyone who is not on the emails contact list.

These would be brief messages simply to alert everyone to the school's closure.

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*The Cedar School is committed to safeguarding and promoting the welfare of our children and young people. It expects all staff, volunteers and visitors to the school to share and embrace this commitment.*

**Headteacher - Neil Revell**

**Deputy Headteacher - Cesia Moran**

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As before, these phone calls may well appear as blocked numbers on your phone because staff will often be using personal phones for such calls. Again, please can you kindly accept such calls in these circumstances and please do check your emails and phone if the weather during a day means that a school closure could be likely. Thank you.

As I say, we would only ever close school if we judged it unsafe to be open. It would be a 'last resort' decision but it is helpful that we all understand the arrangements which we have in place.

As always, huge thanks for your support and understanding,

*Neil, Cesia and the whole Cedar team*

