

Ivy Bank Primary School

Valley Road, Macclesfield, Cheshire, SK11 8PB

Telephone 01625 448014

www.ivybank.cheshire.sch.uk

HEADTEACHER Mrs S J Gill



21st January 2019

Dear Parents/Carers

RE: EMERGENCY SCHOOL CLOSURE PROCEDURE

Following the weather forecast for the coming weeks, I am writing to notify you of the emergency school closure procedures in the event of severe weather. Please note that the school will continue to operate normally where feasible and will only resort to closure in exceptional circumstances.

If it is not possible to open the school due to adverse weather conditions, I will announce the closure via:

1. School website: www.ivybank.cheshire.sch.uk
2. Social Media: Twitter (@ivybankprimary) and Facebook Parents' group
3. Local radio: Silk FM radio (106.9FM)
4. Email: Emails will be sent using the Arbor system, so please ensure that we have the correct email address for you

We will aim to make a decision regarding closure by 7:30am.

Please note that the school will only make an announcement if the school is to be closed. **No announcement will be made if the school is to remain open.** Please may we ask that you do not contact the school to ask if we are open.

Should the school have to close prior to the end of a normal school day:

- The school website and social media accounts will be updated
- A text message will be sent

If parents are unable to arrange for their child/children to be collected, they will remain at school until 3:30pm.

Yours sincerely

Mrs S J Gill
Headteacher