



Bradfield C of E (Aided) Primary School

Cock Lane, Bradfield Southend, Reading, Berkshire RG7 6HR

Telephone: 0118 9744 304

Email: office@bradfieldceprimary.co.uk

Website: www.bradfieldceprimary.co.uk

Headteacher: Mrs Caroline Johnson

21st November 2018

Dear Parents,

SCHOOL CLOSURE PROCEDURES

As the weather has turned very much colder, we thought it would be an ideal time to inform you of our school closure procedure. We do not take this decision lightly, but as we had to close last year for 1 and a half days due to bad weather/snow we wanted to be prepared in case of any bad weather this year. This will also be the procedure if we need to close for any other reason.

You will be notified of closure in the following ways:-

- An email will be sent to all parents/carers who have supplied email addresses to us
- A message will be placed on the 'Latest News' section on the public page of the school website. www.bradfieldceprimary.co.uk/virtual-office/latest-news
- A message will be posted on our Facebook page www.facebook.com/bradfieldceprimary.
- An announcement will be made on Heart radio station (102.9 & 97.0 FM)
- School closures are also listed on the West Berkshire Council website <https://info.westberks.gov.uk/schoolclosures>

In the event of severe weather please do not phone school as staff are not likely to be there or if they are, may need the phone line for emergencies. We will endeavour to communicate any closure either the evening before or as early as possible in the morning.

If the weather deteriorates during a school day and we feel it necessary to close the school early we will contact parents by email or telephone. In this instance, we would appreciate your support in arranging for your children to be collected as soon as possible.

Before the school can re-open after a snow closure, we need to ensure the building and grounds are safe. I would be very grateful if any parents living close to the school would be willing to volunteer to help clear the car park and playground to enable us to re-open. If you would be happy to be part of a clearing task force, please let the office know.

Yours sincerely,

Caroline Johnson

