



**Headteacher: Gary Law**

Email: [head@pauntley.gloucs.sch.uk](mailto:head@pauntley.gloucs.sch.uk)

Website: [www.pauntleyschool.com](http://www.pauntleyschool.com)

**Pauntley CE Primary School**

Pool Hill

Newent

Gloucestershire

GL18 1LL

Telephone: 01531 820 053

Monday, 12 December 2011

Dear Parents and Carers,

**Adverse weather this winter**

I would just like to remind you of the emergency closure procedures that all schools need to follow in bad weather, if it is unsafe, or we are unable to open the school.

**Closing the school all day in bad weather conditions**

Each morning I will make a decision as to whether the school should open and contact Shire Hall in Gloucester. They will contact **Gloucestershire Radio 104.7fm** and **Heart 102.4fm** and update their website <http://www.gloucestershire.gov.uk/closedschools> - please use these to find out if we are open. I will also send out a text message to all parents/carers and put a message on our website [www.pauntleyschool.com](http://www.pauntleyschool.com) – please update the school office asap if any contact numbers have changed. Please **do not ring the school or Shire Hall** as you will probably get no reply. I will update Shire Hall each day so please keep listening to the radio or checking the websites.

**Closing the school early**

If the weather gets worse as the day goes on, we may need we will need to close the school early to make sure everyone gets home safely. If this happens, we will send a text and ring you at home, work or on your mobile. Your child will remain at school until you are able to collect them. We know that this would be very disruptive so we will try not to have to do this.

I hope that we will not have to close the school and things can continue as usual.

With kind regards

**Gary Law**

Headteacher

