



Kirklees Metropolitan Council

Clough Head J & I School  
Bolster Moor Road  
Golcar  
Huddersfield  
HD7 4NW

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20 November 2007

Dear Parents/Carers

I am writing to make you aware of our procedures in the event of severe weather, heating failure and other emergencies that may result in unexpected school closure. Please keep this letter safe for future reference.

**Severe weather at the start of the day**

Parents should listen to the local radio station Home 107.9FM as any message of a school closure should be broadcast by 8.30am. If you are in any doubt, please contact school before bringing or sending your child/ren, to check that staff have arrived on the premises. If the phone is not answered you should assume that nobody is present and you should not send your child/ren to school. We would advise that you assume the answerphone or an engaged tone means that no one has arrived. Also, if parents could nominate one person to ring on behalf of several families, this would help to avoid jamming the phone line.

**Severe weather during the day or other emergency resulting in school closure**

In the event of severe weather or other emergency occurring during the day parents should telephone school for advice on collecting children early, or you will be contacted by us. Sufficient staff will remain on the premises until all the children have been sent home safely. Families living in more isolated areas should make sure they have made the necessary arrangements to have their children collected by another person if necessary. Please fill in the slip below to inform us where or with whom your child/ren should go in the event of an essential closure and return it as soon as possible.

Yours sincerely

B J Fawcett  
Headteacher

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**URGENT REPLY NEEDED FOR THE SAFETY OF YOUR CHILD/REN  
Emergency Closure Procedure - Clough Head J & I School**

In the event of early school closure due to any emergency, I have arranged for my child/ren -

\_\_\_\_\_ (name(s)) to be taken home by either: -

Mr/Ms \_\_\_\_\_ Tel. \_\_\_\_\_

OR Mr/Ms \_\_\_\_\_ Tel. \_\_\_\_\_

OR Mr/Ms \_\_\_\_\_ Tel. \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Carer)

**Please return slip by Monday 20<sup>th</sup> November 2007**

