

29 January 2019

Dear Parents/Carers

Given the forecast of bad weather I thought it would be helpful to inform you of the procedures we will follow should we need to close the school.

We will announce that decision as soon as possible in the following ways:

- School Website
- Text message to all contact numbers. (It is therefore imperative that you keep us informed of any changes to mobile phone numbers.)
- Conwy County Council website
- Local Radio – Heart 96.4/Radio Cymru/Radio Wales

It should be noted that the school will remain open unless a message to the contrary is posted on the Authority and school website.

If adverse weather happens overnight we would always inform you of a decision to close the school as soon as is practical. Every effort will be made to post this information by 8am (although we would aim to do this sooner). I appreciate this can sometimes cause difficulties, however, that decision can be affected by the number of staff who can get into school, many of whom travel across North Wales.

If the decision is taken during the school day, procedures remain the same and we will always ensure children can get home safely. We would also liaise with school transport.

These decisions are never taken lightly and we always consider all the information we have available at that moment in time. The paramount concern is the safety of all students and staff.

Yours sincerely

Ann Webb
Headteacher