



29 November 2017

Dear Parents/Carers

Arrangements for Extreme Weather Conditions

We thought it would be useful to clarify the procedures to be followed in the event of exceptionally bad weather. Should the school need to close, the school will endeavour to send parents a text message and/or email and an announcement will be made on our website (www.hayesbrook.kent.sch.uk) and Twitter Feed (twitter.com/HayesbrookSch). We will also inform the Kent Closures website, who in turn will inform the local radio stations. Please tune in to:

BBC Radio Kent (96.7 FM), Radio KMFM (96.2 – 101.6 FM), Heart FM (96 – 107FM)

If the weather deteriorates during a day when the school is already open, we may be forced to close early. Again, parents will receive a text message and/or email and announcements will be made as stated above. **We will only contact parents of Year 7, 8 and 9 students if you have requested that we do so, otherwise students in all years will be permitted to make their own way home.** Please ensure that you have discussed with your son what arrangements are in place for him to get home safely on these occasions.

Please do not phone the school as this will block the switchboard, however students will be allowed to communicate with parents by mobile phone.

Naturally our policy is to keep the school open whenever possible and we will be expecting all pupils to attend unless otherwise instructed. **Please make sure the school is informed of any change of mobile number or email address.**

Thank you for your support in this matter.

Yours sincerely

Daniel Hatley
Principal