



ALL SAINTS SCHOOL LIMITED
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(All Saints School Lessingham Limited)



Directors: Mrs J Gardiner and Mrs R Smith
Head Teacher: Mr P Wright

Emergency School Closure Procedure – Winter 2018

In the event of a heavy snowfall, please use the following procedure to find out if the school will be open or not.

Wherever possible we will do our utmost to keep the school open. However, if there is a possibility that staff cannot get to school due to heavy snowfall overnight, the following procedure will apply.

I will inform the Emergency Contacts listed below by 7am if the school is to be closed due to the weather conditions.

Parents / carers of children who come to school by the school minibus should contact their driver on the mobile numbers below.

Parents / carers of all other children should telephone one of the contact numbers below after 7.30am.

The information will also be put on our website.

Junior School	Mrs Thirst	01692 650865 / 07836 744844	Juniors / Year 7/8
Senior School	Mrs Dann	07828 926380	Yr 9
	Mrs Senior	01692 580202 / 07798556961	Yr 10/11
Great Yarmouth Bus	Mr Davies	07776 261713	
North Walsham Bus	Mrs Ward	07771 282022	Monday - Wednesday
	Mrs Smith	01692 580056	Thursday - Friday

I will have a message broadcast on BBC Radio Norfolk (online or tune in on: 95.1 FM, 95.6 FM, 104.4 FM, 855 AM, 873 AM or DAB) or visit www.news.bbc.co.uk

If snow falls during the day we would hope to remain open until 3:15pm. If other agencies advise early closure, we will contact all parents to advise of the new transport arrangements.

This letter can be found on the website found under News and Newsletters.

Yours sincerely,

Mr P. Wright

Head Teacher