



29th January 2019

Dear Parents,

RE: Contingency Plan for Exceptional Weather Conditions

I am writing to inform you about the school's procedures in the case of exceptional weather which may lead to the school not being able to open in the normal way.

We always endeavour to keep the school open except in the most extreme or dangerous of situations. However, there are some occasions, particular in very snowy or icy conditions, when it is difficult to guarantee the safety of all our students. In these types of situations, it may, therefore, be necessary to put a contingency plan into operation:

- Our main way of communicating with you will be via our website: www.kingsburyhigh.org.uk. We will update this as soon as we can to tell you of our plans and to provide further information throughout the day.
- We will also send a text message to the mobile phone we have on our system to alert you of the need to put in place a contingency plan.
- On some occasions, students may already be in school, when the contingency plan needs to put into place. We will inform you of this via a text message and an update on the website. We will supervise until normal leaving time any students who inform us that there are no arrangements for them to return home.

It will only be on the rarest of occasions when this contingency plan will need to be carried out. Nevertheless, please do bear in mind the contents of this letter and do not rely on gossip or rumour in relation to any plans the school may put in place in the event of exceptional weather conditions.

Yours sincerely,

Anton McLean
Head of School (Tylers Croft)