



#### Junior Site & Main School Office

School Lane  
West Lulworth  
Wareham  
Dorset  
BH20 5SA

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[www.lulworthwinfrith.dorset.sch.uk](http://www.lulworthwinfrith.dorset.sch.uk)

Head Teacher: Mr R Skinner

#### Infant Site

School Lane  
Winfrith Newburgh  
Dorchester  
Dorset  
DT2 8JL

November 2017

### **Emergency closure Arrangements, including BAD WEATHER**

#### **Basic Premise**

The School will remain open if at all possible. There may be a need to close if weather and road conditions prevent staff from travelling; most staff live at least 20 minutes driving distance from the school.

#### **1. School Closure - mornings**

A decision will be made by the Headteacher and the Chair of Governors before staff travel to school using advice from the Police Control Room, and the National Weather Forecast.

- a) The Headteacher and Chair of Governors will inform members of staff, the Guardroom, Volunteers and Governors.
- b) Dorset County Council's communications unit will notify the local media and parents will be informed about school closures by listening to the local radio station Wessex FM. You can also access this information on <http://mapping.dorsetforyou.com/closedservices>
- c) Parents will be informed via Parentmail, local radio stations, notice on the school gate, and via the Guardroom for those living in Camp – the telephone in school will be manned for incoming calls. **Parents with access to the internet can check for updated information by clicking on the Information button on the homepage of the school's website and then scrolling down to Emergency Closure.**

#### **2. School Closure during the day**

A decision will be taken before 12 noon using advice from the County Police control room and the LEA. Once a decision is made by the Headteacher and the Chair of Governors the following action should be taken.

- All staff notified
- Contact all parents to collect their child

Children will be supervised at all times and will not be allowed to go home with anyone except the parent or someone on their contact list.



*Belief*

*Fellowship*

*Harmony*

### **3. Contact Numbers**

Please ensure that the school office has an up to date contact number should there be an emergency school closure.

Parents are required to update their Parentmail account online if there is a change in email or mobile number.

Yours sincerely

Mr R Skinner