

**Mayville Primary School**  
Head Teacher Ms C Russell

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12 December 2018

Dear Parents/Guardians,

### Emergency School Closures – Severe Weather Conditions

In the event of adverse weather conditions, the school may have to close for the day at short notice in order to ensure the safety of its students and staff.

The decision to close the school would usually be made the evening before or early in the morning by the Interim Headteacher, following consultation and approval from the Chair of Trustees. The following factors would be taken into consideration in the process of decision making:

- News of severe weather warnings
- Risk assessment of whether roads would be safe to travel for both children and staff and whether public transportation would be running as normal
- Feasibility of the children and staff to remain in school; if not, what subsequent risks could arise by sending them home.

If the school were to close because of severe weather, then the following procedure would be conducted:

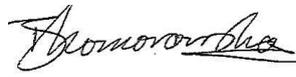
- A text message would be circulated to all parents and staff to the mobile numbers that they have provided the school. If the decision to close the school were to be made the evening before or early in the morning, then a message would be circulated by no later than 7:30 am
- A message announcing the closure would also be posted on the school website at <http://www.mayville.waltham.sch.uk/>
- If the decision to close the school were to be made during the course of the day, then a text message would immediately be circulated to parents and staff, and an announcement would also be published on the school website
- Waltham Forest Council would also be notified via text message of the school closure.



The school primarily uses text messages to communicate urgent notifications to all parents. It is therefore vital that parents and guardians notify the School Office of their **current mobile numbers** and keep the School Office up to date of any changes.

I thank you in advance for your cooperation.

Yours sincerely,



Ms B. Komorowska  
**Interim Headteacher**

