



Swalwell Primary School

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Swalwell Primary School
South View Terrace
Swalwell
Newcastle Upon Tyne
NE16 3HZ

Thursday 2 December 2021

Dear Parents / Carers,

WINTER READY

As the cold weather approaches, please can we respectfully ask that you ensure your child comes to school dressed in a warm coat with hat, gloves, scarves and appropriate footwear.

We would like to remind parents/ carers of our bad weather procedure:

In the event of bad weather having an impact on our ability to open the school, you will be notified as soon as possible by text message on the ParentMail app. The decision to close the school due to snow or bad weather will take account of the safety of pupils and staff. It is important therefore that the contact numbers for the primary contact for each child is kept up to date.

The school will aim to make a decision as early as possible and reopen as soon as we can.

In the event of a full school closure before the start of the school day:

- We will send a text message to the primary contact via ParentMail;
- We will post a message on the school website and Facebook page;
- We will notify Gateshead Council who will produce a list of closed schools on their website www.gateshead.gov.uk/schoolclosures;
- We will notify the local radio.

In the event of a partial school closure during the school day:

- We will send a text message to the primary contact, giving them a time to collect the children and which entrance to use;
- Staff will hand children only to those known to be able to collect. No child will be allowed to walk home alone;
- If any child has not been collected, telephone calls will be made to all contacts.

In the event of heavy snow or ice you may receive a text message informing you that only one entrance to the school is open, this is for your safety as Mr Leighton (Caretaker) only has a limited time each morning to ensure that entrances are made safe.

Yours Sincerely,

**Mrs E Elliott
Business Manager**