



Windsor Park CE Middle School

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Dear Parents/Carers

As we move towards colder weather, I would like to take the opportunity to remind you of our emergency procedures.

Parents should assume school is open unless you receive notification from us.

This will be via Arbor, therefore it is essential that your contact information is up to date. Or you can sign up for free alerts from Staffordshire County Council at

<http://www.staffordshire.gov.uk/Customer-Alerts/Customer-Alerts.aspx>

If conditions deteriorate during the school day we may close early. You should discuss such a situation with your child(ren) and satisfy yourselves that they know what to do and where to go to be safe if you are still out at work.

- **PLEASE DO NOT PHONE SCHOOL TO SEE IF IT IS OPEN.**
- **Check Arbor messages, the school website or Facebook.**

The school phone lines must be kept free to enable emergency calls to be made if necessary.

Please note the above procedures will be followed in the event of **any** closure due to an emergency.

Yours sincerely

Mrs L Wilbraham-Jones
Headteacher

