



# BROOMFIELD SCHOOL

---

*Head Teacher: Mr. P. P. Travis*

4<sup>th</sup> December 2019

Dear Parent/Carer,

## **Early Closure and Non-Opening Procedures of the School**

Should the weather on any morning be such that the school might be judged not be open, in the first instance we would intend sending a text message to you or a My Ed message. Information will also be placed on the school website: [www.broomfield.enfield.sch.co.uk](http://www.broomfield.enfield.sch.co.uk) to say whether or not the school has been closed. Please also check our Facebook, Instagram and Twitter profiles where updates will be placed.

Should there be poor weather during the school day which leads to the school being closed early, the following procedure will take place:

- a text message will be sent to parents,
- a notice will be placed on the school website and
- pupils will be dismissed early.

We would ask parents to look at the school's website and social media rather than telephoning the school. As soon as any decision to close the school is taken it will be placed on the website, etc. The telephone lines are needed for urgent phone calls and therefore should be kept clear.

Should the school have to close we shall let you know when it is to reopen via the ways of communication listed above, i.e. text message, website and so forth.

In preparation for any possible early closure, it is clearly important that the following is in place.

- Parents and pupils must ensure that they have a house key and an oyster card/travel card.
- Parents must ensure that the school has accurate, up-to-date phone numbers and other contact and medical details; please let us know if your child's details have recently changed or you think they may be incorrect.
- Parents must ensure that their sons and daughters know the arrangements they are to follow in the event of an early closure and poor weather making travel difficult. For instance, would parents wish them to go to a relative living closer to the school? If so, is the relative aware of this?
- Parents and pupils must ensure that pupils are properly dressed for poor weather. Should the buses be cancelled pupils may have to walk in the snow and rain – pupils must dress to be warm, dry and visible.
- Should any pupil have concerns on the day an early closure is called, he or she must inform a member of staff so that the concern might be addressed before he or she leaves the school.

The school will make every reasonable effort to keep the school open as our sons' and daughters' education is so important; however, there may be occasions when the school cannot open in the morning or will have to close early because of health and safety reasons.

Parents and carers must also make judgements concerning the health and safety of their children. It is the parents'/carers' responsibility to ensure that their children are safe going to and from school.

Let us hope that the weather stays clement; however, should it not, we need to be prepared.

Yours faithfully,

**P. P. Travis,**  
**Head Teacher.**



Wilmer Way, Southgate, N14 7HY

[office@broomfield.enfield.sch.uk](mailto:office@broomfield.enfield.sch.uk)

 [broomfieldschool enfield](https://www.facebook.com/broomfieldschoolenfield)

 [@broomfieldsch](https://twitter.com/broomfieldsch)