

Our Ref: KEB/jd

31<sup>st</sup> January 2019

Dear Parent/Guardian

### School Opening and Closure Procedures in event of Snow

At QE we have a robust process in place in the event of very inclement weather and this is a good time to remind students and their parents of the procedures for informing you about possible school closure.

When we previously conducted a survey of parents, you were very keen that the school should remain open if possible, but should close if:

- It is dangerous for people to get to/from school or dangerous at school
- A majority of staff and students are unable to get to school e.g. if the buses do not run

Our bus operators are asked to let us know at the earliest moment if they are unable to run. At the latest they should let us know by 6.30am. Our website and the *dorsetforyou* website will be updated as soon as we know. Information about all schools, showing if they are open or closed is on the *dorsetforyou* website. This is especially helpful if you have children at two or more schools. Links to these websites are shown below:

<http://www.qe.dorset.sch.uk>

<http://mapping.dorsetforyou.com/closedservices/schools>

Procedures that will be used to keep parents and students informed:

- By far the best way to keep yourself up to date is to use the two websites above. Our QE website is updated regularly and will not only say if the school is closed but, on days where there is any doubt, will confirm that the school is open if this is the case. The advantage of the school website is that staff can update it even when they cannot get to school themselves;
- Radio stations will broadcast a list of any schools that are closed; taken directly from Dorset For You to ensure accuracy.
- The schools Twitter and Facebook feeds will be updated;  
<http://twitter.com/QESDorset> and <https://www.facebook.com/qedorset>
- If parents or students telephone the school, we will try to answer the phone but can we please reiterate that using the website if you can will be the most reliable method.
- If during the school day, the weather causes us to make a decision to close the school early then our website will have up to date information.

Yours sincerely



Katie Boyes  
Head of School

