

Lady Margaret Primary School

Lady Margaret Road, Southall, Middlesex, UB1 2NH

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Headteacher: Mrs H Rai MA NPQH

Deputy Headteacher: Ms R Bartholomew

School Business Manager: Mrs A Hancock

Web: www.ladymargaret.ealing.sch.uk

Chair of Governors: Mr D.S. Mankoo

Deputy Headteacher: Miss L Simpson



11 January 2017

Dear Parents and Carers,

Severe Weather Information

I am writing to advise you that we have received an alert from the Met Office that there is a chance of severe cold weather over the next few days.

Whilst we will make every effort for the school to remain open whenever possible, in the event of severe and heavy snowfall, it may be necessary to close the school if not enough staff can safely make their way into school. **This would only occur under severe conditions.**

If the school is unable to open we will send all parents/carers a text no later than 7.30am to inform you of this and advise you to check the school's website www.ladymargaret.ealing.sch.uk for further updates.

The school gates will display a "School Closed" sign and the school's answer phone message will also confirm that the school is closed. Each day the situation will be reviewed and text/answer phone/website messages will be updated to give parents/carers notice when the school can reopen.

If there is heavy snowfall during the school day the Headteacher will decide whether it is necessary to close the school. The office staff will contact parents and ask that they pick their child/children up from school as soon as possible. A skeleton staff will remain in school until all of the children have been collected.

We appreciate the difficulties caused to families if the school cannot open and so we will make every effort to open unless this causes risks to health and safety of your child(ren).

We thank you for your co-operation and support, and we hope we won't need to use these measures this winter.

Yours faithfully,

Helen Rai
Headteacher