



November 20<sup>th</sup> 2018

Dear Parents/Legal Guardians,

We are always aware that we may experience severe weather during the coming winter months. Please be familiar with the procedures to follow in this case:-

Listen to BBC Radio Newcastle 95.4 FM.

Go to Northumberland County Council Website – [www.northumberland.gov.uk](http://www.northumberland.gov.uk).

Ring the County's helpline number – 0345 600 6400.

Check your mobile for our text messaging service.

Check our Twitter, Facebook Page and School website.

On occasion it will be necessary to send children home due to worsening weather conditions.

**Please ensure that your contact details are up to date** and inform the class teacher of any exceptional arrangements for the collection of your child.

Make arrangements with a relative or close friend to take care of your child until you are able to get home and make sure school and your child are aware of these arrangements.

If your child travels on school transport and for any reason transport is unable to pick up your child in the morning, and subsequently you decide to bring your child into school yourself, it is then your responsibility to pick up your child from school at the end of the day.

Children cannot be left on school premises unless there is a member of teaching staff present.

Please do not leave your child in the playground until they are greeted by a member of staff and confirmation has been made that the school is to remain open.

Kind regards,

Belinda Athey

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To Whittingham C of E Primary School:-

My contact details (if changed are) .....

The adult I have nominated for my child to go home with in the case of bad weather is:-

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Signed..... Parent/Legal Guardian

Date

