



CEO: Mr Jim Adams

Executive Headteacher: Mrs H Haines

Deputy Headteacher: Mrs L Turk

Manor Field Infant and Nursery School, Manor Road, Long Stratton, Norwich Norfolk, NR15 2XR

Tel: 01508 530356; E-mail: office@manorfield.norfolk.sch.uk

SCHOOL CLOSURE PROCEDURE FOR BAD WEATHER

As the weather forecasts are beginning to show snow and ice more regularly we would like to take this opportunity to remind you of the procedures for informing you should the school need to close.

Information about closures will be given out on:

BBC Radio Norfolk

And

the Norfolk School Closures website:

http://www.disruptions.norfolk.gov.uk/ncclosures_schools.html

When possible, we will seek to update the school website with information about the closure, however, this is not always possible, so please refer to the website above.

Should we need to close during the school day, parents will be contacted by text message. It is not possible for us to telephone every parent. Please ensure that we have your up to date mobile numbers at all times. If you ever need to update this information, please visit the school office.

Thank you for your support in this matter, we hope that this is just a precaution, and we would like to reassure you that we do not take the decision to close the school, for any reason, lightly.

Regards

Mrs L Turk
Deputy Headteacher.