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Dear Parent/Carer,

### **Procedures in the event of an emergency school closure**

There may be occasions where we regretfully have to close the school in the event of an emergency, such as bad weather, or when we feel it would be a health and safety risk for students to attend.

In the event that we do have to close, information can be accessed in the following ways:

1. An e-mail will be sent via Parentmail to all parents and carers who have informed us of their e-mail address, and a message will be sent on DOJO. These will be the fastest and easiest ways of receiving news of a closure so please ensure that we have your most up to date details on our records.
2. The school website will be updated with relevant news ([www.edithborthwick.essex.sch.uk](http://www.edithborthwick.essex.sch.uk)). Closures will be displayed on the scrolling banner on the main home page.
3. The Essex County Council website will be updated with news of all school closures ([www.essex.gov.uk](http://www.essex.gov.uk)). Follow the link Schools and learning > Schools > Emergency School Closures > Check school closures.

Please note that local radio stations will not announce school closures.

Yours sincerely,

Maggie Loveday  
Headteacher