



March 2018

Adverse Weather Procedures

During especially cold weather Manby Lodge has agreed emergency procedures in the event of **adverse weather** or **severe snowfall**.

Any decision regarding school closure will be made early in the morning by the Head Teacher based on the weather situation at the time and the forecast.

Information will be available to parents by 7.30 am through the following routes:

- **Schoolcomms** – an email or text communication will be sent out to those of you who have registered an email address and regularly receive school communications via schoolcomms.
- **Radio bulletins** – the following radio station will be informed of our decision to close – Eagle 96.4FM
- **Informing Surrey County Council** (when the office is open) - so that information can be placed on their website - www.surreycc.gov.uk/learning/schools/

These procedures are subject to the internet working, and people being able to get into the radio stations and places of work.

Please note that arrangements will be in place on a day to day basis. If there is a need to close on any day the Head Teacher will make the assumption that the school will be open as usual on the following day. At this point, please follow the same information procedures as outlined above.

Please note that these procedures will **only** operate in the event of very severe conditions – the school will always be open as normal as far as possible.