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Winter 2016/2017

To All Parents

Dear Parents,

Arrangements for Bad Weather – Closure of School

It is difficult to make a decision first thing in the morning to close the school because of bad weather and then to communicate this to 215 students and 35 staff before they leave for school. Furthermore, weather conditions can vary widely across our catchment area. The following are thus the practical arrangements in the event of bad weather:

1. If the weather forecast suggests that the whole school is to be closed this decision will be taken at 1.15pm on the previous day. Students will be told before leaving school.
2. In the event that overnight weather is worse than expected then a decision will be taken by the Head Teacher and Senior Trustees by 6.15am. This will be communicated to local Trustees who are encouraged to have in place a system to inform local families. The Head Teacher and Line Managers will communicate with the teaching staff.
3. Because local weather conditions can vary, in addition to the above, each area transport co-ordinator has the responsibility and authority to make:
 - the decision early in the morning that it is unsafe for the transport to operate from their area even if the school has not been closed;
 - the decision that the weather is getting worse in the local area and students should be collected early from school.
 - In the same way, even if the school is not closed, individual members of staff must make their own judgment about whether it is safe to leave for work from their local area. Staff are expected to make reasonable efforts to get to work without taking any unreasonable risks

Yours sincerely,

Mrs Helen Hart
Head Teacher