

Friday 1st December 2017

Dear Parents and Carers

Adverse weather conditions and emergency closures

It is the policy of the academy to make every effort to remain open whenever possible. However there may be occasions where for health and safety reasons we have to make the decision to close the school, either before, or during the day.

If the academy is to close, parents will be notified as soon as possible after the decision has been made:

1. The closure will be recorded on the Academy's website (www.willowgreen.org.uk).
2. Wakefield Council will be notified, which will generate automatic notifications to the local press and radio (including Real Radio, BBC Radio Leeds, Ridings FM) and the council website (www.wakefield.gov.uk).

We will make every effort to keep parents informed. However parents are expected to check the website when it is clear that a closure is a possibility.

In the event of the academy having to close during the day due to unforeseen circumstances, parents will be contacted by phone either at home or work and asked to collect their child/ren. Such an early release will only be contemplated in very extreme circumstances.

Thank you for your continued support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Wynn', written in a cursive style.

Mr. S. Wynn
Head of Academy