



Hallam Primary School

Company registration number: 7697171

Telephone: 0114 2304430

E-Mail: enquiries@hallam.sheffield.sch.uk

Headteacher: Mrs J Ramsden

Chair of Governors: Mr A Matthews

Whole School – Early Closure and Closure In Advance of Opening

Dear Parents and Carers,

Hopefully we won't need to put into plan the details in this letter, but we all know that the snow (and sometimes rain/flooding) can cause school closure and early school closure. Snow is now coming into the forecast and I want to make sure that everyone is clear on a the plan, should we need to put it in to practice.

If school needs to be closed due to snow or any other reason and we know this before opening we will text all parents, share updates online (on our website <https://www.hallamprimaryschool.co.uk/> on Facebook ([20+](#) Facebook) and on the local radio (before school opens). We will also do this if we need to close during the day.

Please see below for where you will need to collect your child from if we close during the school day as it won't necessarily be the place you drop and collect your child from on a usual day.

Nursery, EYFS, Y1 and Y2 –please collect your child from their classrooms (where you usually collect from).

All Y3 classes – to be collected from the door that leads to the classrooms at the back of the school, it is the door between Mr Fielding's and Miss Dean's classes.

All Y4 Classes – to be collected from the top of the playground steps, the door children usually use to come into school and leave school.

All Y5 and Y6 classes – Your children will be moved to the KS2 hall (the hall we use for all parent events) for collection, please come to the blue fire exit doors that lead on to the playground to collect.

Once most children have been collected we will then move the children whom are left, to the KS2 Hall, this will allow the staff who live the furthest away, to leave as soon as possible.

When the decision is made to close school, we do it for the safety of staff, children and their families and is not a decision we take lightly. In the event of school closure, our After School Club and all Extra-Curricular Clubs will also be cancelled.



**Artsmark
Gold Award**
Awarded by Arts
Council England



Let's hope we don't have to put the plan into action.

Kind regards,



Jenna Ramsden
Headteacher

