



**Northwood Broom Academy**  
**ESPRIT Multi Academy Trust**  
Keelings Road, Northwood, Stoke-on-Trent, ST1 6QA  
Telephone: 01782 234379 Email: [northwoodbroom@espritmat.org](mailto:northwoodbroom@espritmat.org)  
Executive Principal & Safeguarding Officer: Mrs S Moran  
Principal & Designated Child Protection Officer: Mrs Y Glaister



*"Every child deserves to be the best they can be"*

Our ref. YG.NM.GA

November, 2020

Dear Parents/Carers

As December approaches, it is timely to remind parents/carers of the **updated** guidance and arrangements to be followed in the event of adverse weather conditions. It is always very difficult when we have snow and ice to determine how this will affect the safety of our children travelling to academy.

- Please check the local authority website [http://webapps.stoke.gov.uk/schoolclosures/Public\\_view.aspx](http://webapps.stoke.gov.uk/schoolclosures/Public_view.aspx)
- Please look at our academy website which will also be updated with any closure at [www.northwoodbroom.co.uk](http://www.northwoodbroom.co.uk)
- Please check your phones are turned on as we will send a message to all parents/carers via our text messaging service. Therefore, it is imperative that all of our pupils' contact information is up-to-date.
- Please listen to local radio stations for information until you are ready to leave for school. (Radio Stoke 94.6 FM and Signal Radio 102.6 FM).
- We will also post a message on the academy page of Class Dojo

Wherever possible our academy will remain open and staff will be here as normal. If our academy is open, breakfast club will also be open. However, due to road conditions some staff may be late arriving and the start of the school day could be affected but we would always text to advise if this is the case.

Once a decision has been made to open our academy, weather conditions will be closely monitored and only in the event of an extreme decline will our academy be closed and parents/carers will be notified by text message.

- If the weather becomes severe during the school day then parents/carers may contact our academy if they feel that they would like to collect their child early for safety reasons (ie travelling/walking long distances or collecting other children from local schools).
- Our academy will remain open until the end of the school day, however, if parents/carers are delayed due to the adverse weather conditions, they should contact our academy as soon as possible to give an anticipated arrival time. Please do not rush, parents must travel as safely as possible but you may be asked to wait to collect your child if dismissal of another bubble is taking place.



**PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE**



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Due to the current Government Guidance and our additional Risk Assessments, we will continue to stagger arrival and dismissal times of our pupils and will use the single pedestrian gate on Northwood Park Road for Nursery pupils ONLY and the red hall doors on Keelings Road for those children in Reception, Year 1 and Year 2.

Please remember that a face covering MUST be worn by ALL parents/carers whilst on our academy site unless a previous medical exemption message has been sent to us via Class Dojo.

To ensure that bubbles do not mix, it is really important that you arrive promptly to drop off and collect your child(ren) at the times below:-

YEAR GROUP	ENTRANCE	ARRIVAL TIME	COLLECTION TIME
Nursery	Nursery gate (Northwood Park Road Entrance)	Remains the same	Remains the same
Reception	Red Hall Doors Keelings Road Entrance	9.10am	2.00pm
Year 1	Red Hall Doors. Keelings Road Entrance	8.50am	2.10pm
Year 2	Red Hall Doors. Keelings Road Entrance	9.00am	2.20pm

Parents/carers must follow the paths/routes that have been salted/gritted when on our academy premises to minimise the risk of falling and follow the one-way systems in place.

Yours sincerely

*Y. Glaister*

Mrs Y Glaister  
 Academy Principal



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