



CAUSEWAY SCHOOL

PUTTING ACHIEVEMENT FIRST

Larkspur Drive Eastbourne East Sussex BN23 8EJ Tel: 01323 465700 Fax: 01323 740097

www.causewayschool.org

email: office@causewayschool.org

Headteacher: Ms L Leung

Dear Parents / Carers,

I would like to remind you about how we deal with any severe weather, especially snow, which may affect the school. I monitor each day of any severe weather and will make an assessment about whether it is safe and practical to open the school to pupils. This decision will be made early in the morning, by 7am, in enough time to inform you if we need to close.

In the event that we need to close the school during the day, you will be informed by our **text and email service**. It is therefore vital that you inform us if you have changed your mobile number or email address and give consent for your child to leave school. Please complete and return the form below to update your details and send back as a matter of urgency.

Please indicate on the slip below if there is an alternative means of communication we need to adhere to in the event of an emergency closure. Please also inform us if there is any additional information we need to be aware of to ensure the safety of your child.

If no information is communicated, the school will be open. Should you wish to check reports of closure, you can do so by visiting the **school website** www.causewayschool.org or **East Sussex County Council** website www.eastsussex.gov.uk/educationandlearning/schools/schoolclosures/ where you will find up-to-date information. Closure information will also be shared with the local radio and TV stations for them to use as they wish in their bulletins.

Please be assured that I only decide to close our school in exceptional circumstances where the safety of your child is the primary concern. On occasion this may be due to the availability of teaching staff who travel some distance to reach school, rather than purely conditions for pupils getting to school.

Should you have any questions or concerns, please do not hesitate to contact me.

Yours sincerely

Liza Leung
Headteacher

I hereby give consent for my child to make their own way home from school in the event of an emergency school closure, due to exceptional circumstances, having been notified by text and email.

Name of child: _____ Tutor: _____

My mobile number for text messaging is: _____

My email address is: _____

Name of contact: _____

Any special instructions:

Signed: _____ (Parent / Carer) Date: _____

