



Wycliffe CE Primary School
Saltaire Road, Shipley
Bradford,
BD18 3HZ

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Website: www.wycliffeprimary.org

Dear parent/carer

School Closure Procedure

We will make every effort to keep the school open. Sometimes during bad weather school may find it hard to remain open as we must consider the health and safety of all pupils and staff, conditions of the school site and other emergencies.

Often the decision to close the school can only take place in the morning. We are aware that this may present real difficulties for many families accessing our Breakfast Club and having to find child care provision at a short notice. To support you we will endeavour to make the decision early by 7.00 a.m. We will notify all parents in the first instance via text.

A school closure will also be on display on the Bradford Schools Online website at www.bso.bradford.gov.uk. If you have any doubts as to whether the school is open, please check this website. Announcements will also be made on the local radio.

PLEASE BE AWARE THAT SHOULD SCHOOL BE CLOSED THE OFFICE WILL NOT BE MANNED;
THEREFORE PHONE CALLS WILL NOT BE ANSWERED.

If the school is required to close during the course of the day parents will be notified via text, email or telephone if all other means fail.

It is the responsibility of the parent to ensure we are able to contact you at all times.

Yours faithfully

Mrs D Baxter
Head Teacher