



December 2012

Dear Parents and Carers

As winter is here and we are facing that unknown period of 'snow or no snow', I write to inform you of the Emergency Closure Procedure at Meden School.

Wherever possible we will endeavour to keep the school open but there may be occasions, for health and safety reasons, I will decide to close. If we have heavy snow overnight and staff are unable to get to work I will post a bulletin on all the local radio stations to keep you informed.

For those parents who have registered their mobile telephone contact numbers or email addresses I will contact you directly via text or email. There will also be information updated daily on the school web site: www.medenschool.co.uk

Radio stations to listen to are:

Mansfield 103.2

Capital FM

Radio Nottingham

If we have to close school during the day we will not let pupils leave the site unless they have a pre-arranged place to go. In cases such as this we will do our best to contact the parents or carers of children who will find it difficult to get home or to a friend's house.

It would be very helpful if you could let the school reception team know of any updated telephone or email contacts so that we can stay in touch with you. Please complete the tear off portion at the bottom of this letter and return it to your son or daughter's form tutor to confirm that you have received this letter and include any details to be amended.

Many thanks.

Yours sincerely

Mr D Hooker
Head of School

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Emergency Closure procedure. **Please return to tutor or reception.**

Child's name: _____ Tutor Group _____

I confirm that I have received the information about emergency closure of the school. Please update my contact details as follows:

Mobile number:	Name of contact:
Email address:	Name of contact:

Signed _____ Print Name _____

Meden School, Burns Lane, Warsop, Mansfield, Nottinghamshire NG20 0QN
Telephone: 01623 843517 | Email: office@medenschool.co.uk | Website: www.medenschool.co.uk
Head of School: David Hooker B.Sc. (Hons)