



HIGHFIELD PRIMARY SCHOOL

Marsh Lane, Farnworth, Bolton, BL4 0AP

Head Teacher : Mr D Glyn-Jones

Deputy Head Teacher : Miss D Helme

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Dear Parents / Carers

Procedure to follow in the event of severe weather

In the unlikely event that school is unable to open due to severe weather conditions, we will use our **text messaging service** to contact all parents as soon as the decision to close has been made, hopefully before 8.00 am.

We will then use this service to update parents about arrangements for the following day(s). For this reason, can parents ensure that we have up to date mobile numbers.

School closures will also be listed on www.bolton.gov.uk or you can ring the Council's Contact Centre on 01204 333333.

I realise that it is difficult for parents to organise childcare when schools are closed and, unfortunately, it is always difficult to make an accurate forecast about what will happen overnight. This is why we are reminding everyone of the procedure to follow.

Thank you for your understanding about these matters. We expect that closures at Highfield will continue to be rare, but it is wise to be well prepared!

Yours sincerely

Mr D Glyn-Jones

Head Teacher