



**Solihull**  
METROPOLITAN  
BOROUGH COUNCIL

To: All Headteachers/Principals/Centre Managers

**CHILDREN'S SERVICES AND SKILLS**

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[www.solihull.gov.uk](http://www.solihull.gov.uk)

Your Ref.

Please ask for: Phil Leivers

Our Ref. PL/kes

Date: 4 December 2017

Dear Headteacher/Principal/Centre Manager

### **School closure due to inclement weather**

In the event of an individual school closure, it is the responsibility of the school to notify parents and pupils (via the school's web page, parent text, social media or other method). This will ensure that your parents and pupils are kept informed in a swift and timely manner. Schools may also wish to contact Communications Team at [cdivision@solihull.gov.uk](mailto:cdivision@solihull.gov.uk) so they can support schools in getting the information out.

As in previous years, I will continue to maintain the emergency / out of hours private contact list for senior school leaders should I need to contact you out of hours in exceptional circumstances. As this information is personal, access to it is carefully controlled.

Please could I ask you to complete the pro-forma with your up-to-date contact details and return it to [seis@solihull.gov.uk](mailto:seis@solihull.gov.uk), by Monday 11 December 2017.

Yours sincerely

Phil Leivers  
Assistant Director  
Education & Skills Division

