

Headteacher/Principal/Centre Manager

CHILDREN'S SERVICES AND SKILLS

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Manor Square
Solihull
West Midlands B91 3QB
Telephone: 0121 704 6620
Email: seis@solihull.gov.uk
www.solihull.gov.uk

Your Ref.

Please ask for: Phil Leivers

Our Ref. PL/kes

Date: 26 November 2018

Dear Colleague

School closure due to inclement weather

Learning from the procedures we put in place last year, I wish to reiterate that ordinarily the local authority will not be issuing blanket closure of all schools. It will remain the choice of each individual school dependent on local circumstances.

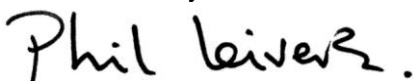
However, if I receive advice from partner agencies like the police or Highways England requesting that schools are closed, then I will pass this information onto you and our communications team.

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 can also let the Council's communications team know if they are closing or have any other issues, using comms@solihull.gov.uk so the team can use social media to support schools' communication efforts.

As in previous years, I 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 you complete the pro forma and return it to seis@solihull.gov.uk as soon as possible.

Yours sincerely



Phil Leivers
Assistant Director
Learning and Skills Division