



Springfield Primary School
Protocol for extreme weather conditions
December 2017

The school will only be closed if one or more of the following conditions apply:

1. Insufficient numbers of staff are able to come in to keep the school running safely
2. Conditions on site are dangerous
3. Conditions are considered to be, or are anticipated to later become, too hazardous for travel

A decision will be made as early as possible, preferably before 7am. This decision will be relayed to Bedford Borough, who will display all school closures on their website:

<http://apps.bedford.gov.uk/schoolclosures/Closures.aspx>

The school will also inform local radio (Hearts FM) and leave a message on Springfield's website. A group text will also be sent out to all parents. If it's possible for a member of the admin staff to access the school office, a message containing details of the closure will be left on the answerphone.