



## St Hugh of Lincoln Catholic Primary School

Five Oaks Close, St John's, Woking, Surrey. GU21 8TU

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Headteacher: Michael George BA Hons (QTS) NPQH



1 March 2018

Dear Parents,

Thank you for your understanding when the decision was taken this morning to close the school today.

The decision was taken very reluctantly; it is the first time in my six years as Headteacher that the school has been closed. It was evident, however, that a significant number of staff were having difficulties getting into work and like the Headteachers of many local schools I therefore took the decision, in consultation with the Chair of Governors, that we had to close the school for the day.

It is anticipated that school will be open tomorrow unless there is a significant change in conditions between now and the morning.

Priority in the morning will be given to clearing snow and gritting the car park. We may therefore ask everyone to enter school via the front door, if this route is clear but the playground is not.

We are responsible for the school site, but not for Five Oaks Close, or Wickes or The Surrey. Five Oaks Close has not been treated and there is likely to be snow or ice on the pavements in the morning. I cannot vouch for the conditions of the two car parks. It is for parents to decide whether they deem it appropriate to park in the car parks and to walk their children along Five Oaks Close.

If bringing children to school tomorrow, please do not rush. We will leave registers open until 9.45am. Children are welcome to arrive at any time up to 9.45am.

There is a possibility again that we may be short-staffed, depending on travel conditions from where different members of staff live and the school. While we will ensure that children are properly cared for, the children may not experience their normal lessons.

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Year 3's assembly, which was scheduled to take place tomorrow, will now take place on Friday 9 March instead. I apologise to Year 3 parents who may have made work arrangements to be able to come tomorrow; knowing that it may be the case that not all children are able to get into school tomorrow I do not want them to miss out on their assembly and so have made this change.

There will be no Year 6 Booster classes tomorrow morning.

Should there need to be any change to the above plan then I will advise by text no later than 7.30am tomorrow morning.

Thank you again for your understanding.

Yours sincerely,

Michael George  
Headteacher

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