

**St. Martin-in-the-Fields High School for Girls  
and Sixth Form (co-ed)**



11-19 Church of England Academy Founded 1699

10<sup>th</sup> January 2017

Dear Families

**INFORMATION AS A RESULT OF SEVERE WEATHER**

We are now in the season where inclement weather or snow can be forecast. Our aim is to keep the school open at all times, however, under exceptional circumstances of severe weather, we may need to close the school or modify the school day. If we have to do this a message will be sent to you via parentmail and placed on our website. Lambeth Council will also be informed of any changes to the school day. We will aim to make any decision about school closure as early as possible in the day which will be agreed by Governors. It is therefore crucial that we have up-to-date contact details for you.

If the weather deteriorates during the day, in severe circumstances, the school may have to close early. In this case we will again send messages home via parentmail and place them on our website. Your daughter will be dismissed from school with a letter to explain that the school had to close. In the case of severe weather, if you do not want your daughter to be dismissed early and you would like the school to supervise her until 3pm then please fill in the reply slip found at the end of this letter. There is space to include any special instruction that you would like to be given to your daughter in the event of a school closure.

Please refer to the 'news' section on our website for our Severe Weather Policy and further updates.

Yours sincerely

Beverley Stanislaus  
Headteacher

**EARLY SCHOOL CLOSURE IN THE EVENT OF SEVERE WEATHER**

Name ..... Tutor Group .....

In the event of the school closing early due to severe weather, we/I request that our/my daughter(named above) remains at school until 3.00pm.

**At 3.00pm we/I understand that our/my daughter will be dismissed and we/I request the following:**

- At 3.00pm our/my daughter should be dismissed from school and make her own way home
- At 3.00pm we/I will collect my daughter
- At 3.00pm our/my daughter should ..... (please list instructions i.e. go to a relatives house etc)

Parent/Carer ..... (please print name)

Signed .....Date.....

Emergency contact number(s) .....

**Please only return this form if you wish your daughter to remain at school in the event of early closure.  
Please return this form to Student Services.**

**Headteacher** Mrs Beverley Stanislaus B.Ed. NPQH  
155 Tulse Hill London SW2 3UP T 020 8674 5594 F 020 8674 1379 www.stmartins.academy  
St Martin-in-the-Fields High School for Girls is a company limited by guarantee registered in England and Wales  
Registered Number 07984073. Registered office: 155 Tulse Hill, London SW2 3UP

**WITH LOVE AND LEARNING**