



# Greenway Primary & Nursery School



Crossways, Berkhamsted, Herts, HP4 3NH  
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Head Teacher: Katharine Ellwood

12<sup>th</sup> January 2017

Dear Parents/Carers,

As you may have heard snow is forecast for this afternoon/evening so I wanted to write to you to clarify our procedures in the event of heavy snow.

It is our aim to keep the school open wherever possible, ensuring the adequate supervision and safety of our children and staff at all times. I project that as we have a lot of staff that live locally, who will be able to walk to school in the event of snow, that we will endeavour to remain open.

Parents will be informed by text & email early in the morning whether school will be open. If school is open you will, however, be required to send your child in with a packed lunch as the kitchen will be closed as the Herts Catering staff do not live locally.

Please ensure that every child has a coat and suitable footwear.

Finally, when you receive an email or text about the school remaining open or closed please ensure this is communicated to other family members, childminders etc. who may be taking or collecting the children so that they are aware as well.

Kind regards.

Mrs Katharine Ellwood  
Headteacher

