

Andrew Morgan - Principal

Thursday 7<sup>th</sup> December 2017

**Updated: Wednesday 28<sup>th</sup> February 2018**

**Re: Winter Weather Closure**

Dear Parent/ Carer,

With winter upon us, we would like to remind you of our procedures should we need to close Space Studio West London due to poor weather or for any other reason. The decision to close the school will not be taken lightly as we are committed to ensuring that our students have every possible opportunity to be with us at SSWL, but as you know, our main priority is the safety of our students and staff.

We make the decision to open or close the school in bad weather based on a careful analysis of all relevant factors, such as:

- Information on road conditions from weather forecasting or the police
- Amount of snow and ice accumulated.
- Building and Academy site conditions.
- Temperature and wind chill.
- Weather predictions.

The general procedures for closing the school are:

- If the school is to open late or to remain closed for the entire day a message will be placed on the school website ([www.spacestudiowestlondon.org](http://www.spacestudiowestlondon.org)) by 7 a.m. on the morning of the closure **and inform parent/carers via email.**
- If the school is to close early then we will place a message on our website and inform parent/carers via email.
- Parents/carers should check the school website for school closure information and only call reception as a last resort.

Please also ensure that we have your most up to date mobile phone numbers and email addresses should we need to contact you for any reason about your son/daughter or regarding school closures. If you are concerned that we do not have your most up to date contact information, please email [office@spacestudiowestlondon.org](mailto:office@spacestudiowestlondon.org).

Yours sincerely,



Andrew Morgan

Principal

'To be able to dream about the future, while being inspired in the present to reach those dreams'  
Dr Russell J. Quaglia