



## Bishop Wood C of E Junior School

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Mr Gary Stanley, Headteacher

### Email Communication

**Date:** 1<sup>st</sup> March 2018

**Subject:** 'Soft Close' at Bishop Wood School today

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Dear parents and carers,

As a result of the continued snowfall throughout the morning, we have taken the decision to run a 'soft close' today.

A 'soft close' means that school will remain **open** but parents can **choose** to pick children up from 2pm onwards. This measure has been put in place to try and reduce traffic and congestion around the school site at 3.30pm. A 'soft close' is designed to support parents but does not force them to collect early.

If you wish to collect your child between 2.00pm and 3.30pm, please head directly to your child's outside classroom door. A member of school staff will ask you to sign your child(ren) out. Children will only be released from their classroom before 3.30pm if they are collected by a responsible adult. If you choose to nominate somebody else to collect your child on your behalf, please notify the school office via email leaving enough time for the message to be passed to the class. This must be sent in via email so we have the permission in writing.

In addition to this measure, please be aware that:

- Cookery club is cancelled today
- Netball club is cancelled today
- After school club will be contacting you directly (if you use this facility)

We are continuing to monitor the weather situation and will give you updates as necessary via email and/or text.

Thanks for your continued support.

Gary Stanley  
Headteacher

