

Dear Parent / carer,

On rare occasions it may be necessary to close the school without prior notice. Should this decision be made, the following will apply:

1. Parents/carers will be contacted to collect pupils.
2. Pupils will be provided with copy of the School Closure letter.
3. Pupils whose parent/contacts cannot be informed or cannot look after them will remain under adult supervision at Branfil Primary School. Messages will be left with parents/carers and at the school gates as to where pupils have been taken.
4. We will ensure pupils who reside outside of Havering have a safe passage home or arrange to hold them as above.

Any indication as to when the school will re-open will be provided. Please check the Local Authority website ([www.havering.gov.uk](http://www.havering.gov.uk)) and listen for announcements of closure on local radio stations (BBC Radio Essex 102.4fm).

We need to have up to date contact details for you and if these have changed in the last year, please provide us with updated information.

Thank you for your co-operation.

Yours sincerely,

Mrs Sansom  
Headteacher