



**BIDDULPH  
HIGH  
SCHOOL**



Potteries Educational Trust Head Office  
City of Stoke on Trent Sixth Form College  
Leek Road  
Stoke on Trent  
Staffordshire ST4 2RU  
Chief Executive Officer: **Mark Kent**

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ST8 7AR  
Headteacher: **Mrs E C Robinson BA (Hons)**

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**December 2022**

FOR THE ATTENTION OF THE PERSON WITH PARENTAL RESPONSIBILITY

**Re: EMERGENCY SCHOOL CLOSURE PROCEDURE IN THE EVENT OF SEVERE WEATHER**

I am writing to notify you of the emergency school closure procedures in the event of severe weather. Please note that the school will continue to operate normally, where feasible, and will only resort to closure in exceptional circumstances. The school is forced to close if we have insufficient staff numbers, in the building, or if the site is deemed unsafe.

If it is **not possible** to open the school due to adverse weather conditions, I will announce the closure via:

1. School website: [www.biddulphhigh.co.uk](http://www.biddulphhigh.co.uk)
2. Our social media pages.
3. Staffordshire County Council school closure website:  
[www.staffordshire.gov.uk/education/schoolsandcolleges/emergencyclosures/schoolclosurelist](http://www.staffordshire.gov.uk/education/schoolsandcolleges/emergencyclosures/schoolclosurelist)  
This will also have details of other school closures in Staffordshire.

We will aim to make a decision regarding closure by 7.30 am. Please note that the school will only make an announcement if the school is to be closed. No announcement will be made if the school is to remain open. If the school is closed tasks will be set by teachers on MS Teams and made available by 8:30am. There will be no registration or live lessons.

Should the school have to close prior to the end of a normal school day:

- A message will be sent via the email service
- The school website and Twitter will be updated
- The school shall attempt to ensure that all students have a safe place they can go to, including remaining in school until normal closing time.
- It would be helpful if you reminded your son/daughter of the arrangements that you have made should the school have to close or shut earlier than usual.

Yours sincerely,

Mrs E Robinson  
Headteacher

