



6 February 2018

Dear Parents and Carers

Emergency School Closure Procedures

Whilst every effort is made to ensure the school remains open to pupils, in the unlikely event that we have to close, I am writing to inform you of the communication channels which will be put into place.

Once a decision to close the school has been made we aim to inform parents as quickly as possible via the following methods:

- Norfolk County Council will be informed, a list of school closures can be found at www.schoolclosures.norfolk.gov.uk/
- A message will be posted on the school's website www.lynngroveacademy.org.uk
- A message will be posted on the school's Facebook page
- A recorded message will be left on the school's answerphone 01493 661406
- Local radio (Heart FM and The Beach) will be informed

This process will be repeated for each day that the school needs to be closed and withdrawn as soon as the school is re-opened.

Yours faithfully

A L Mobbs
Principal