



Leatherhead Trinity School  
and Children's Centre  
Woodvill Road  
Leatherhead  
Surrey, KT22 7BP  
Telephone: 01372 813615  
Fax: 01372 813619

Autumn Term 2011

Dear Parent / Carer,

Re: Bad weather conditions

If we have to close the school due to adverse weather conditions a decision will be made by 7:30 a.m. at the very latest. We will then use the following methods to get the information to you:

- A message will be placed on the website [www.leatherheadtrinity.surrey.sch.uk](http://www.leatherheadtrinity.surrey.sch.uk)
- A message will be placed on the Surrey County Council website
- We will leave messages on the answer machines on each site but please be aware that the lines could be very busy
- If possible we will put messages by the gates
- We will send texts to all those who have signed up to parent mail
- We will contact Heart Radio 102.7 FM

Similarly if we experience exceptionally bad weather and have to close early, we would use the above methods and telephone parents also.

We will aim to open as much as we possibly can.

Yours sincerely,

Mrs. A. Walsh  
Headteacher