



TROTTS HILL PRIMARY SCHOOL & NURSERY

Wisden Road
Stevenage
Herts
SG1 5JD

Telephone 01438 314189

Fax 01438 314191

email: admin@trotts Hill.herts.sch.uk

www.trotts Hill.herts.sch.uk

Interim Headteacher: Miss Colette Pidgeon
Interim Deputy Headteacher: Mrs Sanjeet Shergill

13th December 2016

Dear Parents/Carers

At this time of year and going into the spring term it is possible for adverse weather conditions to affect the running of the school.

As Interim Headteacher, I travel to and from Luton on a daily basis and the caretaker travels in from Bedfordshire. Six members of teaching staff travel from outside Stevenage as does the Interim Deputy Headteacher. This makes it very difficult to provide adequate supervision or to make the site safe. In the event of heavy snow it is unlikely that the school will open as it has done in the past.

I appreciate this is difficult and inconvenient for parents; particularly for those who work. I will only close this school in collaboration with other local schools and with Mr Driver. This letter is intended to give you advance notice, so that you can make alternative arrangements in the event of heavy snow which forces the school to close.

In the event of closure we will contact you via the schoolcomms text messaging service, place a notice on our website and Facebook page as well as inform the local authorities who will advertise on their website and through the local radio station BOB FM.

We thank you for your ongoing support and hope that the weather remains favourable this winter.

Yours sincerely

Colette Pidgeon
Interim Headteacher