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| Date: | 01.10.2024 | Education Directorate Service Director: Sarah Callaghan Cambridgeshire County Council Sunley House  Summers Hill Drive  Papworth Everard  Cambridgeshire  CB23 3AB |
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To: Headteachers of all Nursery, Primary, Secondary, Special Schools, PRUs and Academies in Cambridgeshire

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| Subject | Emergency School Closures 2024–25 |
| Summary | This letter provides emergency and weather related school closure information for 2024-25 |
| Audience | All Headteachers |

Dear Colleague,

Please find below our annual updated information relating to school closures for maintained schools and academies as a result of unforeseen circumstances.

**Emergency School Closure**

In the event of a weather related (eg snowfall, heatwave) or other emergency school closure (failed heating and boiler systems, etc.), could we please ask that all schools notify the LA by completing the form [here](https://forms.office.com/r/KGDt14eJ4Q).

Please complete this form even if you have already informed another LA representative or adviser. If you cannot locate this link you will also be sent it every time you email the Local Authority via the [EmergencySchool.Closure@cambridgeshire.gov.uk](mailto:EmergencySchool.Closure@cambridgeshire.gov.uk) inbox.

It should be noted that the primary route of communication to parents about any closure of a school should be directly from the school through your normal systems (eg website, email, texts, social media etc). The Local Authority will therefore collate information from schools, and in the case of multiple school closures due to snow or adverse weather, publish a full list on our website.

On such occasions when extreme weather is forecast, the relevant form and Emergency inbox are monitored from 6.30am and data is compiled to then be uploaded on to both Council webpages by 7.15am. Schools notifying us after that time will then be uploaded at approximately 30 minute intervals up to 9.15am.

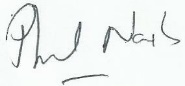
Any schools notifying us either the evening before or at the weekend should also follow the same procedure, remembering that you will probably not see your school noted on our website until the next morning at 7.15am.

Completing the form referred to above will also enable the Passenger Transport Team to receive details of your closure. However, if you do need to contact them separately in relation to the closures, then the relevant contact details are below:

* [Education.TransportTeam@cambridgeshire.gov.uk](mailto:Education.TransportTeam@cambridgeshire.gov.uk), or
* Sue Eagle: 01223 715598
* Martin Kemp: 01223 475918

If you have any questions please contact Phil Nash on [phil.nash@cambridgeshire.gov.uk](mailto:phil.nash@cambridgeshire.gov.uk) or Rachael Schofield on [rachael.schofield@cambridgeshire.gov.uk](mailto:rachael.schofield@cambridgeshire.gov.uk).

Yours sincerely



Phil Nash

Senior Adviser for Leadership