



Headteacher:

Mrs N Chapman, BA. MBA

CHELMSFORD COUNTY HIGH SCHOOL *For* GIRLS

A FOUNDATION GRAMMAR SCHOOL
AND SPECIALIST COLLEGE

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6th October 2009

Dear Parent,

Information Needed For Early Closure

In the event of the school needing to close due to bad weather or other unforeseen circumstances we need to be aware of your requirements with respect to your daughter. Please complete the slip below and return to your daughter's form tutor by Wednesday 21st October. If the slip is not returned by this deadline and there are no extenuating circumstances then your daughter will have a 30 minute after school detention on Monday 2nd November. Please ensure that the school is updated on any changes to your contact details.

Yours sincerely,

Dr D Noble
Acting Assistant Headteacher

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Chelmsford County High School for Girls

**Please tick your preferred option and return to your daughter's form tutor
by Wednesday 21st October 2009.**

Should there be circumstances that require an early closure during the school day, I would wish my daughter:

To be sent home without telephone contact being required.

To remain in school until telephone contact is made.

I understand that the school cannot accept responsibility for my daughter's journey home once she has left school.

Parent/Guardian

Signature.....

Daughter's name.....

Form.....

