

ARC/AGP
21st November 2014

Dear Parent/Carer

ARRANGEMENTS FOR ADVERSE WEATHER CONDITIONS – PLEASE RETAIN THIS LETTER FOR YOUR INFORMATION

I would like to outline the procedures should we encounter issues with snow.

1. In the event of closure before the start of school

As we have done previously, in the event of school closure due to the weather conditions, a notice will be posted on the school website at approximately 7.00 am.

2. In the event of closure part way through the school day

Once a decision has been made about school closure during the school day, a time will be issued for dismissing students from school.

KS3 Students (Years 7 – 9)

For KS3 students we must have permission for the student to leave the premises, therefore the following procedures will be in place:

- a. A text/email will be sent to parents requesting a permission response for their child to leave.
- b. We will have a 20 minute tutor period before students are allowed to leave school in order to check permission from parents has been granted.
- c. If school hasn't received notification during this registration time, students will be given permission to text their parents for a response.

KS4 & 5 students (Years 10 – 13)

All KS4 and Sixth Form students will be dismissed unless you make a written request for this not to happen (see opposite).

The easiest way to avoid any confusion on the day, is for parents who are happy to give permission for their child to make their own way home to give consent in advance. Please complete the permission slip opposite, and return it to **your child's tutor** at your earliest convenience and we will retain this on file.

Any students who has not received permission by the time of school closure will be asked to wait in the school hall until permission can be given. We will supervise students if necessary until the end of the school day.

Obviously we will still inform parents of the decision to close via the school website, text or email. Please can I politely request that parents do not arrive to pick up their child before the closure time stated on the day, unless there are exceptional circumstances.

Yours sincerely



**MRS A CASHMORE
ASSISTANT HEADTEACHER**



SNOW PROCEDURES – SCHOOL CLOSURE

Student Name: _____ TG: _____

Please complete as applicable

KS4 STUDENTS (YEARS 10 & 11) AND SIXTH FORM

I do **NOT** give permission for my child to leave school early and make their way home (ie I will be collect them).

Signed: _____

PRINT NAME: _____ DATE: _____

EMERGENCY CONTACT DETAILS _____

KS 3 STUDENTS (YEARS 7, 8 & 9)

I give permission for my child to leave school early and make their own way home, due to a school closure.

Signed: _____

PRINT NAME: _____ DATE: _____

EMERGENCY CONTACT DETAILS _____

Please ensure this slip is returned to your child's tutor urgently.

