



Dear Parents & Carers,

### Severe Weather Planning

I am writing to let you know how we are planning our response to possible severe weather conditions this winter. As always, our priority is to remain open as normal in all but the most exceptional of circumstances.

In the event of severe weather overnight, there will be a clear communication posted on the School website as soon as possible in the morning. This message will indicate whether the School will be open as normal. We will endeavour to staff our switchboard, but in the event of high call volume, please consult the website for the latest information.

### What Do I Need to do in the Event of School Remaining Open During Bad Weather?

- If the School does remain open, but conditions in your area make it unsafe for you to travel, please do keep your son or daughter at home, or delay your departure time, and let us know of your decision. **If you decide to do this, please send us an email to let us know your decision and so that we can record your child accurately as absent from school. You can do this through the 'Report an Absence' button at the bottom of the Website.**
- Please be aware that, for those pupils that live close to the School, who can safely make it into School, attendance is **compulsory**, as it is on any other School day. A failure to attend, when we are open, will result in the absence being recorded as 'unauthorised' for those who can safely make it into School.
- If we have severe snowfall in the daytime, we will do all that we can to continue with normal School until the end of the day.
- In the very unlikely event that the School does have to close *before* the end of the normal School day, we would communicate this via a SIMS InTouch message and through the website. Once such a decision has been made, we will also ask pupils to contact home, with instructions to pass on the same message as it appears on our website. In these circumstances, we would need your permission for your child to leave School before the end of the day. You can provide this by sending a message to your child, which they will need to share with a member of the Senior Leadership Team. If your child does not have a functioning mobile phone with them, you can contact the School directly.
- In circumstances in which a very difficult journey means that parents would like to take their children home early, pupils should only leave School with the permission of a member of the Senior Leadership Team. Once they have been given that permission, they should sign out before leaving.
- For reasons which I hope are self-evident, if we do remain open when, for instance, we have snow or ice on the ground, we do need to be confident that pupils behave in a safe and responsible way. For that reason, we have a complete prohibition on the throwing of snowballs. Any student who disobeys this instruction will be sanctioned appropriately. Please explain this to your son/daughter, so that we can avoid such a situation.

### What Do I Need to do in the Event of a School Closure?

- Check the School website - in the unlikely event of a decision to close the School, we will do our very best to post a message on the website early in the morning.
- Check for up to date information (on local radio stations, for instance) before starting on your journey to School, if weather conditions are difficult.
- Make sure your son/daughter checks for work set by teachers on the Pupil Shares area of the website which can be accessed from the Homepage under the 'Files' link at the top left hand side. For exam classes we will try to provide work that minimises the disruption that a closure would have on your son/daughter's learning.

**HEADTEACHER:** Mr Darren Ayling, BA, MA, MBA

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For other year groups I have asked staff to provide some 'snow' related activities that have an educational focus.

I hope that these arrangements are clear and helpful. If there are any further queries, please do let me know.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Darren Ayling". The signature is written in a cursive style with a large initial 'D' and a long, sweeping tail on the 'y'.

Mr D Ayling  
Headteacher