

Dear Parent/ Carer

It is that time of year again when we can face inclement weather and I wanted to write and remind you of our procedures if we are forced to close the school. As you will appreciate the decision of whether or not to close the school can be a difficult one and when making this we gather information from a range of people to get a full picture of the weather across the region, and consider the following:

- Is the school site safe for students and staff to attend?
- Can we ensure enough staff can safely get to school to supervise the students?
- What is the forecast for the remainder of the day?
- Do we need a later start?

Our aim is always to make a decision before 7am, therefore, giving you sufficient time to make alternative arrangements for your child to be supervised. Once we have made the decision we will communicate this to you in the following ways; via text message, the school website, the Kirklees website, the school Twitter page and local radio stations.

As you will appreciate the weather can change within a very short space of time and we may be required to close the school during the normal hours. We appreciate that if this is the case you will be anxious to collect your child as soon as possible but to enable us to manage a calm and orderly exit of all students from the site can I ask that you adhere to the procedures given below. This enables us to do the following:

- Be sure that you have given permission for your child to leave
- We can keep records of those who do leave

Our main priority is to ensure that all students are safe and in the worst case scenario if your child is not able to leave the site we will keep them safe in school until such time when this is possible for them to come home safely.

Procedures:

1. SCHOOL will send a text home saying that the school is closing.
2. YOU text **your child's phone** saying they have your permissions to go home (if not home then name the person they can go to).
3. As part of our internal procedures students will be in their form groups and the Form Tutor will record they have seen your message and release your child.
4. To avoid confusion, Students who have siblings in other year groups should meet each other at the exit (please to discuss this with your child).

During a forced closure we have to manage a very busy operation and we politely ask you NOT to text or ring the school phone at this time. We have a limited number of phone lines and will be using these to ring parents of any students who do not have a mobile phone. We endeavour to work through our procedures as quickly as possible but we appreciate your patience and support in managing this difficult situation.

If the weather does get worse during the day we ask you not to come and collect your child from school **unless we have sent you the text** as this can cause confusion. If the roads become impassable at any time we will keep students safely in school, which is often the safest place to be in such times.

Of course, I hope that we don't have to implement these procedures but in the meantime can I ask that you keep us up to date with any changes to phone numbers to ensure we can send you these texts.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'H Clacy', written in a cursive style.

H Clacy
Headteacher