

SEVERE WEATHER/SCHOOL CLOSURE *continued*

The most important consideration in these procedures is everyone's safety and well-being. Any pupil who is uncertain whether they can get home or to their planned place of safety, should stay at the school and remain in the care of the senior staff in charge.

At times there may be other reasons, unrelated to the weather, that force the closure of the school. Your support, co-operation and consideration for all the factors involved will be appreciated when these situations arise.

To enable us to contact you in the event of an early closure we have asked you to complete an Emergency Closure Information form to help us to support your child in the event of a school closure.

Caroline Gibson
Headteacher

Inclement Weather Procedure

The procedure in light of bad weather this winter will be as follows:

- 1) From 7:00am on any day where weather looks like it could prevent us from opening, our website will state one of the three things:
 - School Open
 - School Closed
 - Inclement weather procedure in place
- 2) If the third option has been adopted, by clicking on the appropriate text, families will see a detailed reminder of what the procedure involves.
- 3) If the "inclement weather procedure" is in place, pupils should delay their journey into school, aiming to arrive for 10:25am. Buses will be informed and will collect pupils **two hours** later than usual.
- 4) The day will then run as follows:
 - 10:25am Registration
 - 10:40am Lesson 2
 - 11:40am Lesson 3
 - 12:55pm Lunch
 - 13:35pm Lesson 4
 - 14:35pm Close

If we are concerned about break time safety, pupils will be instructed to remain in the building through the thirty minute session, with staff on duty to ensure pupil safety is maintained. Should this bad weather procedure be adopted, pupils are encouraged to bring a packed lunch to school as catering arrangements will be limited during the available time. Buses will be organised to take pupils home at 2:35pm.

SEVERE WEATHER/SCHOOL CLOSURE

September 2017

Dear Parent/Carer

As you will be aware there are occasions when the school is forced to close. This is not a decision which I take lightly but it is, unfortunately, sometimes necessary. I thought it would be useful to remind you again of the bad weather arrangements which are operated across Suffolk and by our school.

Decision not to open the school

If it is likely that pupils and staff may not be able to travel to school safely in the morning then the decision not to open the school is taken early in the morning. This decision is based on the information available regarding weather and road conditions. We then inform parents through local radio stations and through text messaging, where possible. In the event of the weather clearing later in the day, the school will still remain closed for the remainder of the day. Details of school closures are broadcast regularly on local radio stations: BBC Radio Suffolk, Heart Ipswich and Town 102 provide regular updates. Information is also available on the following websites:

www.bbc.co.uk/radiosuffolk

schoolclosures.suffolk.gov.uk

www.heart.co.uk

www.town102.com

If our school is **not mentioned** then you should assume that the school is open.

You can also look at our **school website** which is often updated prior to radio announcements at 7am.

Decision to close the school early

On occasion, weather conditions can deteriorate over the day and I may be forced to take the decision to close the school early so that pupils and staff can get home safely. Any decision to close needs to be made to give sufficient time to arrange for transport to get pupils home safely.

Pupils who live locally will be allowed to walk home if it is safe to do so. Pupils who need to be collected will contact their parents/ carers.

We will record the planned destination of every pupil before they leave the school site. It is very important that you discuss with your child the plan you want them to follow so that they know exactly what to do if they are sent home early. It is also essential that the school and your child are able to contact you. Due to pressure on our phone lines, it would be helpful if parents only attempt to ring the school in an emergency and not just to find out the state of play. We will do our best to keep parents fully informed through texting and our website www.hadleighhigh.net. The local radio stations will also be informed.