



Friday 18th January 2019

Dear Parents,

Procedure for School Closure

The weather reports over the last few days have mentioned the possibility of snow, although that has now abated. However, as we know, weather reports can be wrong and we don't want to be caught out by sudden and unplanned for adverse weather which MAY necessitate school closure for students. In addition to snow, we may also be forced to close in other situations, such as a gas leak, a water shortage or a boiler breakdown for example.

As such, this communication is to make sure you are aware of what would happen in the event of a decision to close the school to students. The procedure for school closure can also be accessed through the link and is also summarised for you below:

<https://tarletonacademy.org/our-academy/procedures-in-the-event-of-a-school-closure>

In the event of adverse weather, the school **will always seek to remain open** and closure will only be considered as the last resort. School would **only** close if there is a clear health and safety risk to students and staff. This includes the journey to and from school, but also the significant movement around the school site at key times during the school day, much of which is outside.

We do recognise that weather conditions may prevent staff and students from travelling to school and whilst there is an expectation that staff and students should make every reasonable effort to attend, personal health and safety should not be compromised. We can operate on reduced staffing however, there comes a tipping point when we need a certain amount of staff to ensure the health and safety of students in school, particularly when more of the students may be able to reach school, than the staff who are travelling from much further afield and who may face worse conditions than in our local area.

The other major factor is the condition of the school site. We will not know the condition of the school site until it is inspected at approximately 6.30am. We will then assess whether the site can be made safe before students begin to arrive at 8.00am. We will only consider closing the school if we are absolutely convinced it would be unsafe to open.

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If the school has to close due to severe weather this will be announced by 7.15am via the following methods:

- Tarleton Academy website <http://www.tarletonacademy.org/>
- Tarleton Academy Facebook and Twitter accounts
- Tarleton Academy parental app (Schudio App)
- BBC Radio Lancashire 95.5FM
- Rock FM 97.4FM
- Lancashire County Council website
http://www3.lancashire.gov.uk/education/school_closures/

We will make all practicable efforts to keep parents informed as to the situation with school during severe weather conditions, as we appreciate that such uncertainty places considerable difficulties upon parents.

We appreciate that during adverse weather, where the school remains open, students may arrive later than normal. Parents should endeavour to contact the school office to report that they are on their way if they are likely to be delayed. Parents acting on the assumption that the school will be closed without gaining confirmation, or failing to inform the school of the circumstances that prevents their child coming into school risk their child being registered as an un-authorised absence. Where the school is officially closed this would not affect the individual student's attendance record.

Closure during the school day

Sometimes, and only in very extreme circumstances, it may become necessary to close the school during the school day. This may be due to weather conditions, boiler breakdown etc. Should this happen parents will be notified via School Gateway, email and text system, social media and the school website. Students at this point will be allowed access to their mobile phones to make arrangements for getting home safely.

School will not close until arrangements for the school bus service have been put in place.

Staff will not leave the school site until all children have safely vacated.

In either of the events above, or if you anticipate a closure, we would ask that parent keep checking the website for any further updates, including whether school will be open for all or some students in the following days.

Thank you for your continued support.

Yours sincerely,

Mrs L A Gwinnett
Executive Headteacher

Mr M Cunniffe
Head of School

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