



Friday 8th December, 2017

Dear Parents,

Procedure for School Closure – Severe Weather

I am writing to update you on the procedure for school closure. In the event of adverse weather the Academy will always seek to remain open, with closure always considered as the last resort. School would only close if there is a clear health and safety risk to students and staff. We recognise that 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.

Unfortunately, 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. I will only consider closing the school if I am absolutely convinced it would be unsafe to open.

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
- 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 conditions and uncertainty places considerable difficulties upon parents.

We appreciate that during adverse weather children may arrive later than normal. Parents should endeavour to contact the General 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 risks their child being registered as an un-authorised absence. Where the school is officially closed, all absence is marked as being an 'authorised absence'.

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Should weather conditions deteriorate during the day when students are in school and it becomes necessary for school to close, parents will be notified by via InTouch (email), text message, push notification (parental app) and the school website.

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

Thank you for your continued support.

Yours sincerely,

Mr M Cunniffe

Head of School

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