

November 2016

Dear Parent/Carer

**Re: Emergency closures**

We are entering the time of year when weather conditions are very changeable, unpredictable and have the potential to close the Academy in the interests of everybody's health and safety. There may be times when the Academy day has started but during the day the weather deteriorates to a point where it is necessary to close before 3.10pm. We would quite clearly only take a decision to close in the most extreme circumstances and would always endeavour to remain open if at all possible.

In order to support effective communication in these situations we will use Groupcall Messenger to ensure that all parents and carers are aware of our decision to close the Academy. We will also place a notice on the main page of the Academy website and Twitter, and contact local news and radio stations where appropriate.

If you are happy for us to send your child home in the case of extreme weather or emergency, after these automated messages have been sent, please complete the permission slip attached and return it via your child's form tutor. We will endeavour to arrange the usual Academy transport but this cannot be guaranteed as they may have other commitments at the time or may be unable to get to us due to the weather conditions. Therefore it is advisable that you discuss with your child emergency arrangements to ensure there is no misunderstanding about how to return home in such circumstances.

Many thanks for your co-operation in this matter. We obviously hope that we do not have to close the Academy early and just to reiterate that we would only do this in the most extreme case.

Yours faithfully

A handwritten signature in black ink that reads "A. Burton". The signature is written in a cursive style with a long, sweeping tail on the letter 'n'.

**Mr A Burton  
Principal**

Please return to: Form Tutor, Kingswood Secondary Academy, Gainsborough Road,

Pupil's Name \_\_\_\_\_ Form \_\_\_\_\_

I give permission for my child to be sent home if in the event of extremely adverse weather conditions the Academy has to close before 3.10pm.

I would prefer my child to remain onsite until 3:10pm.   
*Please  as appropriate.*

*Please note: if you prefer your child to remain onsite until 3:10pm you may have to make alternative arrangements for them to return home if they normally use Academy or public transport. As previously mentioned, these services may not be able to operate.*

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_  
Parent/Carer

**If you have changed your telephone number or email address recently please provide your updated details below:**

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