



## December 2017

Dear Parents/Carers

As we are now firmly in the winter months, I thought it would be helpful to outline our emergency closure procedures in the event that they are required. We are determined to do whatever we can to stay open to staff and pupils despite any adverse weather conditions or other emergencies.

We will endeavour to have done the following by 7.00 am on any day we have to close the school:

- Notified the local radio stations.
- Sent an email to the addresses of the parents/carers with parental responsibility that we currently have on our database. Could I please ask that you keep us informed of any changes to your email addresses so that we can update our database to keep you better informed.
- Published a message on the school website (<http://www.hagleyrc.worcs.sch.uk>).

We will do all we can to stay open. However, if for health and safety reasons we have to close during the day and send pupils home before the normal end of the school day, we will not allow pupils in Years 7 – 11 to leave without confirming with a family member that they can do so. We are planning to do the following if we have to close during the school day:

- Notify the local radio stations.
- Send an email to the addresses of the parents/carers with parental responsibility that we currently have on our database.
- Publish a message on our website.
- Send all pupils to their tutor rooms.
- Ask any pupils who have mobile phones to contact their parents/carers. The form tutor will speak briefly to the parents/carers and check that the pupil can leave the school and make their own way home. We will contact the parent/carers of any pupils who do not have mobile phones. Pupils will be dismissed once parental permission has been given for pupils to leave the site.

I would suggest all parents/carers identify a place of safety, which may be your home, to which your son/daughter can go if we have to close.

I hope you appreciate that any decision to close the school is never made lightly. The safety of pupils, parents/carers and staff will always remain the priority when making decisions.

## Adverse Weather School Day Arrangements

In addition to this, there may be times when the weather conditions, although adverse, are not bad enough to close the school. On such occasions, the school will operate a slightly amended day as detailed below. We will notify parents/carers of the amended school day times by:

- Sending an email to the addresses of the parents/carers with parental responsibility that we currently have on our database.
- Publishing a message on the school website (<http://www.hagleyrc.worcs.sch.uk>).

On all such occasions, the start of the school day will be at 9:00am as usual. All pupils should travel as normal and when they arrive in school go directly to their form rooms and not wait outside in the cold. We do expect pupils to wear normal school uniform but we would encourage them to wear sensible footwear appropriate for the weather even if not part of the uniform code.

To assist with the return journey we do plan to change the school day so that we can finish at 14:55pm. During extreme weather the structure of the school day will be:

09:00 to 09:15	Registration
09:15 to 10:30	Lesson 1
10:30 to 10:45	Shortened break
10:45 to 12:00	Lesson 2
12:00 to 12:30	Shortened lunch break
12:30 to 13:45	Lesson 3
13:45 to 14:55	Lesson 4

This will allow the pupils to catch the 15:03pm service to Kidderminster or the 15:03pm service to Stourbridge.

Thank you for your continued support.

Yours sincerely

*Suzanne Horan*

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Principal