

Dear Parents / Carers

## **URGENT ARRANGEMENTS FOR SCHOOL IN ADVERSE WEATHER CONDITIONS**

As winter approaches, it is worth clarifying the procedures concerned with school closure resulting from adverse weather conditions such as snow.

When adverse weather strikes, we have to deal with a deluge of telephone calls from coach companies, staff, parents and students who all want advice at the same time. Because we are not always aware of the wide range of problems happening simultaneously, and not able to control situations as they develop outside of school, it is **extremely important that every parent/carer explains to their children what to do if they are not able to get into school.**

In the event of extreme weather arriving during the day, it may be necessary to send the children home early. We **cannot** contact every parent in advance so please make sure your child knows what to do in such an event.

***Please ensure your children know where to go to be safe and dry until parents arrive home.***

### **BEFORE STUDENTS SET OFF FOR SCHOOL**

It is highly unlikely that we shall take the decision to close the school before the start of the school day. The school will endeavour to be open for those who can get in, however it may not always be possible.

Parents and transport operators can see local weather conditions better than we can see them from school. We ask both parents and drivers to use their discretion about whether or not they feel it is safe to make the journey.

### **AFTER STUDENTS HAVE SET OFF FOR SCHOOL**

Parents need to be prepared for the possibility that:

Their children have set off for the pickup points in the morning but the school minibus has not arrived to pick them up. Where this happens, pupils should wait at their bus stop until 15 minutes after the bus is due, if the bus fails to arrive, students should follow the arrangements as made with their parents.

**Parents need to have made arrangements in advance** to ensure the pupils have somewhere safe to go until parents return home.

When children are sent home early because of deteriorating weather conditions the telephone at school cannot be used to notify parents/ carers of over 600 pupils at once, **hence the need to ensure that families have contingency plans in place.**

Students can usually stay with us until the end of the school day, however if it is decided for the school to close early due to adverse weather conditions, students will be permitted to leave site early providing we have approval from the parent/carer. **Please ensure that you have made it clear to your children what they should do if school has to be closed early.**

## EMERGENCY CLOSURE

In the event of extreme weather conditions where it is not possible to open the school, we shall communicate information to parent via:

- **Ingleby Manor School Website Page**
- **School Comms**

Where the school will be closing early due to extreme weather conditions, we will notify parents via:

- **School Comms**
- **Ingleby Manor School Website Page**

**Closing the school is not an easy option and is a last resort.** Your co-operation and forbearance will be much appreciated.

If you have any questions or comments about these arrangements, please contact the school via the parents email: [parents@inglebymanorschool.org.uk](mailto:parents@inglebymanorschool.org.uk)

Yours sincerely



Ray Parkinson  
Principal

## Consent to leave school early – Adverse Weather Conditions

### Consent for leaving school due to adverse weather conditions

ACADEMY: INGLEBY MANOR School & Sixth Form

Name of Pupil: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

In the event of adverse weather conditions where the school has made the decision to close early I permit for the following:

- **I agree for my child to leave school early on their own** **Y/N**
- **I will collect my child from school early** **Y/N**
- **My Child is to remain in school until the end of the school day** **Y/N**

Signed: ..... Name: ..... (Parent/Carer)

Date: .....

Signed: ..... Name: ..... (Parent/Carer)

Date: