



Holbrook Academy

Severe Weather Conditions and School Closure

November 2015

The procedures to be followed in the event the decision is made not to open Academy or the Academy is forced to close unexpectedly, are as follows:-

1. **Decision not to open the Academy**

Where the weather deteriorates overnight and it is clear that staff and students may not be able to travel to the Academy safely, we will inform parents through local radio stations and through text messaging and the Academy website, where possible.

The radio stations to be listened to are:-

Radio Suffolk	103.9 or 104.6 FM)	Stations will provide regular updates.
Heart FM	97.1 or 96.4 FM)	
Town 102	102FM	

Information will also appear on the following websites:-

www.bbc.co.uk/suffolk

www.heart.co.uk

If the Academy is not mentioned you should assume that we will be open.

We will always endeavour to make the decision as early as possible based on the information we have available about the weather and road conditions. Such a decision to close the Academy in the early morning has to be taken on the best evidence and advice available and, on some occasions, the weather may later clear. If this should happen then I hope you will understand but the Academy will remain closed for the remainder of the day.

2. **Decision to close the Academy**

The most difficult situation for the Academy to manage is when we have to close early because of severe weather conditions. Any decision to close has to be made to give sufficient time to arrange transport to get our students home safely.

Students who live locally will be allowed to walk home if it is safe to do so. Students who need to be collected will be able to contact parents.

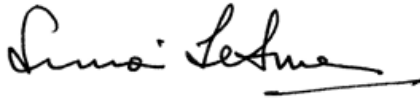
It is our policy to record the planned destination of every student before they leave the Academy site. It is essential you discuss with your child the plan you want them to follow so that they know exactly what to do if they are sent home early. Students should record their plan, along with any contact numbers, in their student planner. It is also essential that the Academy and your child is able to make contact with you.

The paramount consideration in these procedures is everyone's safety and well being. Any student who is uncertain whether they can get home or to their planned place of safety, should stay at the Academy and remain in the care of the senior staff in charge.

At times there may be other reasons, unrelated to the weather, that force the closure of the Academy. Your support, co-operation and consideration for all the factors involved will be appreciated when these situations arise. A text message will be sent to parents/ carers as soon as the decision to close the Academy is made.

Please complete and return the attached form to help us to support your child in the event we have to close the Academy.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Simon Letman', with a horizontal line underneath the name.

Dr Simon Letman
Headteacher



Holbrook Academy

Emergency Academy Closure Information

Name of Student: Form:

In the event of the Academy closing in an emergency I / we have instructed my / our child to follow the plan outlined below:-

- To walk home
- To cycle home
- To use the normal school transport and go home
- To use the normal school transport and then go to

(Please ensure your child can get into the house)

- To stay in school until collected by

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- To walk to

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Contact Numbers:-

Parents / Carers

.....

Other responsible adults who are part of this plan

Name:

Contact Number:

Relationship to Child:

Any other additional instructions / information

Signed: Parent / Carer Date

Please ensure you inform the Academy of any changes to this plan by completing a new form.