



St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN

Telephone: 01538 714740

Principal: Mr. T. Hutchinson

<http://stedwards.academy>

December, 2017

Dear Parents/Guardians

Emergency Closure

With winter upon us and forecasts for snow, I would like to remind you about how we deal with any severe weather, especially snow, which may affect the school.

Each day of any severe weather, I as Principal will make an assessment about whether it is safe and practical to open the school to pupils. This decision will be made early in the morning, by 7am, in enough time to inform you if we are to close.

You will be informed by our **text service** if the school is to close. It is therefore vital that you inform us if you have changed your mobile number. As part of the data collection process, we already have the details of where your child will go in the event of a school closure. This information is now in your child's planner, can you please ensure they are aware of the arrangement in place. Please note that due to having 750 pupils in school, changes **cannot be made** regarding these arrangements, to allow us to ensure the safeguarding of your children. In the event that circumstances have changed, pupils can remain in school, until they can be collected.

In the event of a closure during the school day, text messages will be sent in a three step system to ensure that pupils can move around school in a safe and organised way. The text systems will be as follows:

- 1) Bus Pupils – those pupils going home on the bus in the event of closure, will be sent to the hall and a text message will be sent.
- 2) Walking to a safe address – those pupils who can walk to a safe address will go to the hall and a text message will be sent advising that pupils will be leaving school to go to their safe address.
- 3) Stay in school – those pupils who are to remain in school will go into the hall and a text message will be sent advising that they can be collected from school.

If you do not hear anything from us, the school will be open. Should you wish to check reports of closure, you can do so by visiting the **school website** <http://stedwards.academy> or via our facebook page where you will find up-to-date information. Closure information will also be shared with the local radio stations and Staffordshire County Council.

Please be assured that I only decide to close our school in exceptional circumstances where the safety of your child is the primary concern.

Should you have any questions or concerns, please do not hesitate to contact me.

Yours sincerely

Mr T Hutchinson
Principal

