



Tudor Grange Academy Redditch

January 2015

Emergency Closures

Dear Parent/Carer

As we are now into the winter months, I thought that it would be helpful to write regarding our emergency closure procedures in the event that they are required. However, we are determined to do whatever we can to stay open to staff and students despite any adverse weather conditions.

Students and parents should be extra careful travelling to and from school and take extra time to travel as pavements and side roads are potentially dangerous. We have purchased good stocks of salt and grit so we are as well prepared as we can be. However, the site has many separate blocks so students have to walk outside. If it is very snowy, students will need to wear sensible and appropriate footwear with grip and ensure they are warm. They will remain indoors as far as possible for their safety and will be required to walk very carefully along the cleared paths only. As we spread significant grit and salt, snowballing under any circumstances is absolutely not allowed as it is dangerous. I would be grateful if you could communicate this to your son/daughter.

I feel it is appropriate to remind everyone about the procedures for notifying students and their parents/carers if we have to close because of adverse weather. We will endeavour to have done the following by 7.00am on any day we have to close the school:

- Notified the local radio stations.
- Changed the main telephone voice message so that it clearly says we are closed.
- Sent a text message to all the mobile phone numbers we currently have on our database. Could I ask that you keep us informed of any changes to your mobile phone number so that we can update our database and so keep you better informed.
- Placed one of the following messages on the website (insert website):
 - Open but late start (and instructions will follow)
 - Closed to all students except for those sitting external examinations.

Parents/carers can also find out more information by logging onto the County Council Website (www.worcestershire.gov.uk) or calling the Worcestershire Hub on 01905 765765.

The decision to close the school is always made in the morning. However, if there is any additional information that I feel would be helpful to share with parents/carers I will update the website at the earliest opportunity.

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 the students home before 3.20pm we will not allow students in Years 9 to 12 to leave without confirming with a family member that they can do so.

We have been reviewing our procedures and are planning to do the following if we have to close during the course of the school day:

- Send all students to their tutor rooms;
- As the situation will be regarded as an emergency then in line with our school policy on the use of mobile phones, we will ask any students who have mobile phones to contact their parents/carers. The form tutor will briefly speak to the parents/carers and check that the student can leave the school and make



their own way home. We will contact the parents/carers of any students who do not have mobile phones. We believe this process will take approximately an hour. Students will be dismissed one tutor group at a time once all the phone calls have been made;

- Unfortunately, we would be unable to reschedule the buses and it would be very likely that the buses would not be operating anyway. Any students who are unable to make their own way home may remain in school where they will be supervised until they can be collected.

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

Yours sincerely



Rose Rees
Principal

