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January 2019

Dear Parents/Carers,

Emergency Closure of Greenford High School, including Snow Days

With the colder days of winter upon us we thought we should take the precaution of reminding you of our **procedures in the event of heavy snow**. Obviously, we will make every effort to be open whatever the weather conditions. However, please note that due to our unusually large and open site, with separate buildings, this is not always possible. **In the event of snow/ice, we will grit the school and use our snow plough to help clear the site.**

The school's first priority is to be always open for students. In the event of snow, please assume that we are open but check on the school website. We will only close, as a last resort, for two reasons:

- **To ensure the safety and welfare of our students** and the whole school community in the event of extreme weather conditions, fire, flooding, the spread of illness (as advised by the government), heating failure or an inability to provide food and water
- Whether we have **sufficient staff to properly supervise students**. Unfortunately, not all our staff live close to the school and, in certain circumstances, they may find it difficult or impossible to get to work.

The decision to close will only be made by the Headteacher, or his representatives, and **the Chair of Governors** and his representatives. Where possible, we consult other groups, such as Transport for London, the police and our Health and Safety officer.

In the event of snow, please check our website for updates. Please note that our switchboard is often overloaded with calls on these days and we may be unable to respond. We will send a **text message** to parents as soon as possible – please ensure that we have an up-to-date contact number. **If the school is closed, teachers may email work to students (especially Y11 & 13); please make sure your child checks their email and completes the work.**

In the event of snow, please also ensure that **students are dressed appropriately for school with warm coats, hats, gloves and scarves**. In particular, our normal rules on school shoes will be relaxed. **Your sons/daughters should wear the shoes or boots that you think are the most suitable for them in the circumstances. They need to be weatherproof and have good grip in icy conditions.**

Partial Closure

In the event of **very heavy snow**, the school may have to open for a selection of students only or on a reduced timetable. In both cases, we will endeavour to inform parents via our website.

- Opening for students taking examinations
- Opening the school for certain years. Priority 1: Yr 13, Yr 11. Priority 2: Yr 10, Yr 12.

Alternatively, a slightly reduced timetable may run to allow for the greater travel time to and from school and to avoid travelling in the dark. On these occasions, study club would be cancelled.

Adapted school day

In the event of heavy snow, we may operate an adapted school day. We will, of course, endeavour to notify parents via our website, letters and text messaging.

Upper School (Yrs.8-13)

Period 1	8.55am
Period 2	9.40am
Break	10.25am
Period 3	10.40am
Period 4	11.25am
Lunch	12.10pm
Period 5	12.40pm
Period 6	1.25pm
End	2.10pm

Lower School (Yr. 7)

Period 1	8.55am
Period 2	9.40am
Break	10.25am
Period 3	10.40am
Lunch	11.25am
Period 4	11.55am
Period 5	12.40pm
Period 6	1.25pm
End	2.10pm

Lower School *Wednesday only*

Assembly 8.55am

Lesson 1 9.15 am

Break 1 10.45am

Lesson 2 11.10am

Break 2 12.40pm

Lesson 3 13.05pm

End 2.10pm

This adapted day allows us to keep all lessons, with a shortened break and lunch, and no tutor period.

The later start and earlier finish will allow staff and students more travelling time to get to school and to return home safely during daylight hours and when the roads are less busy.

Yours faithfully,

Mr Cramer, Headteacher
Mr Manby, Senior Deputy Head