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December 2019

Dear Parents/Carers,

Re: End of Term Arrangements and Procedures in the Event of Poor Weather

As we approach the end of the autumn term, I am writing to inform you about our end of term arrangements. The last day of term is Thursday 19th December and we expect all students to return to school on Monday 6th January 2020.

Please note the following arrangements for our final day on Thursday 19th December.

- Students arrive in school as normal for an 8:30am start, in full uniform.
- Following a Christmas assembly and tutor time activities, Year 10 students will be dismissed at approximately 11am.
- Year 7, 8 and 9 students will be dismissed at approximately 12pm.

We will be asking all students to make their way home immediately after their dismissal. Please can I ask you to re-iterate this message in order to help your children stay safe.

With the colder days of winter upon us, I felt I should take the precaution of reminding you of our **procedures in the event of heavy snow**. Full details of these procedures can be found on our website. In the event of snow, we will always, where possible, open the school. However, please note that this is not always possible.

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.
- **To ensure that 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 impossible to get to work.

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 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. **Please ensure that your sons/daughters 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. Alternatively, a 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.

	Start	Finish
Period 1	8.45	9.30
Period 2	9.30	10.15
Break	10.15	10.30
Period 3	10.30	11.15
Period 4 (Lower School lunch 11.15 to 11.45)	11.15	12.00
Upper School Lunch (Lower School Period 4 11.45 to 12.30)	12.00	12.30
Period 5	12.30	1.15
Period 6	1.15	2.00

This adapted day will allow us to keep all lessons, with a shortened break and lunch, and no tutor period. The earlier finish will allow staff and students travelling time to get home safely during daylight hours and when the roads are less busy.

May I take this opportunity to thank you for your support this term and to wish you and your family a wonderful, peaceful and restful Christmas and the very best for the start of 2020.

Yours sincerely,

Mrs M Pye
Headteacher