



Dear Parents / Carer

### Arrangements for Emergency Snow Closure

In the eventuality of the school needing to close whilst in session, for example, if there is a heavy downpour of snow, the school has a very clear protocol regarding sending children home.

In such an eventuality, our in-school protocol means that students will be returned to their tutor bases where they will be allowed to phone their parents, who will then speak to the tutor, to grant their child's release from school. Students who do not have a mobile phone will make this call either through another mobile phone or via one of our admin staff phones.

There may be an occasion when your child or the school staff are not able to make direct contact with you by phone when the school needs to close in such an emergency. This may mean your child is not able to be released from school when the best judgement of the school is to do so. This will be especially problematic for students using one of the school buses as these buses will need to be released promptly.

**Therefore, we are asking for your written consent to be able to send your child home in such a circumstance, if we have been unable to establish contact through emergency phone call.**

**If you are supportive of this, please sign the slip attached. This should be returned to your child's tutor. We would appreciate a prompt return.**

Please note that the school does not make decisions such as this lightly. Our decision to close the school will always be taken with the safety of students as our first priority. It will be on rare occasion that we will need to take this course of action and therefore your support is valued.

Yours sincerely,

S Mulcahy  
Headteacher

### Protocol for Emergency Closure of the School

In the eventuality that the school has an emergency closure and cannot contact me by telephone, I hereby give permission for my child, named below, to be released from school to go home.

**NAME OF STUDENT:** \_\_\_\_\_ **TUTOR GROUP:** \_\_\_\_\_

Parent / Carer Signature .....

Print Name .....

Date .....

**This form should be returned via your child to their tutor. Your prompt reply is appreciated.**