

October 2023

Dear High Storrs families,

School Closure/Closure due to Adverse Weather or Emergency

I am writing to you to make you aware of our arrangements for school closure in the event of adverse weather or another potentially life-threatening situation.

Sadly, all schools must have policies and procedures in place in case of bomb threats or hostile intruders. Incidents of this kind are extremely rare, but it is crucial we have prepared ourselves for such eventualities. Please read this information carefully and keep the letter in a safe place. A response is only required **if you do not give your permission for us to release your son/daughter in such a situation (ie. any kind of school closure) without contacting you.**

Closure due to adverse weather:

Our primary concern in the event of severe weather or school closure will always be for the safety of our students and staff and any decision to close the school will be made on this basis.

1. If snow falls are expected overnight the senior leadership team will monitor the situation and decide as to whether there will be a late start for students and staff or full school closure. The information will be communicated to parents by the following methods:
 - Text message giving details of any altered school timings (i.e., late start/early close or full school closure) will be sent out to all parents/carers for whom we have current mobile numbers registered. Further updates will also be shared if the situation changes (i.e., we plan for a late start, but the weather worsens, and we are forced to close the school).
 - Information will be on the school website, social media and Satchel One.
2. If bad weather develops during the day a decision will be taken by the senior leadership team regarding school closing early. Once the decision has been made to close the school early a text message will be sent out to all parents/ carers. We will then dismiss the students.

If you do not wish us to dismiss your son/daughter in such circumstances then please either email the school (attendance-highstorr@highstorrs-mlt.co.uk) or ring the main school number (0114 2670000) and ask to speak to the Data Team, who will be able to update your child's records. We will then ensure that we do not release these children before 2.55pm until we have contacted you to ensure you are able to collect them or make arrangements for them to be collected/make their own way home. Students remaining in school **will need to report to the school hall** once classes have been dismissed due to school closure. Please can you ensure that you

Speak to your son/daughter to reinforce our message - in the event of early school closure, when classes are dismissed, they need to make their way directly to the hall. If the students (who do not have permission to be dismissed) do not report to the hall, we will be unable to account for their whereabouts once school has closed.

Please note, if the decision to close the school is taken overnight/early in the morning we will ask teachers to set some work for lessons missed as a classwork task via Satchel One (SMHW). It will not necessarily be a full hour of learning, but some work will be set if appropriate for the day's timetabled lessons via Satchel One (SMHW). There might be a delay in setting the morning's work and teachers will prioritise the setting of work for groups with examinations this academic year.

Closure due to a threat at the school site

If a decision is made to evacuate the building because of a perceived threat (bomb, intruder) school leaders will liaise with the police to decide on the best course of action. A further decision may be taken to dismiss all staff and students from the school site. We have plans for such an evacuation in place. We would contact parents/carers as soon as possible to confirm that we have dismissed all students.

If you do not wish us to dismiss your son/daughter in such circumstances then please either email the school (attendance@highstorrs-mlt.co.uk) or ring the main school number (0114 2670000) and ask to speak to the Data Team, who will be able to update your child's records. We will then ensure that we do not release these children before 2.55pm for them to be collected/make their own way home. We have arrangements in place for an evacuation and would let you know where to come to collect your child. Students without permission from parents/carers to be dismissed will need to report to their Head of House/Head of Year in Sixth Form. Please can you ensure that you speak to your son/daughter to reinforce our message that in the event of early school closure, when classes are dismissed in these circumstances, they need to find and report to their Head of House/HOY.

Yours faithfully,

HSS