



8<sup>th</sup> December 2017

JLB/LN

Dear Parents/Carers,

As winter approaches, I would like to remind you of the emergency procedures should severe weather necessitate school closure.

## **SCENARIO 1 - SEVERE WEATHER OVERNIGHT OR AT A WEEKEND**

If the weather conditions become so bad on site that the school needs to close, we will confirm this in a number of ways.

- You will be notified by text and/or e-mail by 7:30am. If you need further details of this free service please e-mail [office@wollaston-school.net](mailto:office@wollaston-school.net)
- The school website: [www.wollastonschool.com](http://www.wollastonschool.com)
- The Northamptonshire County Council website, using the following link: [www.northamptonshire.gov.uk/ismyschoolclosed](http://www.northamptonshire.gov.uk/ismyschoolclosed)
- Local Radio

**BBC Radio Northampton** is the preferred station, if there is a good reception in your area. Northamptonshire County Council have also agreed with the following radio stations that they will broadcast school closures:

RADIO STATIONS	
BBC Radio Northampton (104.2 & 103.6 FM)	Fox (102.6 & 97.4 FM)
Connect FM (97.2 & 107.4 FM)	Heart Radio (96.6 FM)

## **SCENARIO 2 - TRANSPORT CANCELLATIONS BY NCC**

Should Northamptonshire County Council make the decision to cancel school transport because of treacherous conditions, then the school would be forced to close, as 90% of students would not be able to attend. School closure would be confirmed using the mechanisms described above.

## **SCENARIO 3 - SEVERE WEATHER STRIKES WHILST THE CHILDREN ARE AT SCHOOL**

If weather conditions deteriorate badly during the course of a normal school day when all the children are in school, I may have to make a decision to close the school early. Occasionally the bus companies will advise me that, in their judgement, the road conditions are such that it would be wise to get the children home as soon as possible. They would then send buses to pick up students as soon as possible.

In such an emergency, the following arrangements will apply:

- The majority of children will go home on the buses, because their parents have agreed that this is the best course of action. If you feel strongly that you do not want your child to go home because they would be unsupervised, we will provide care and supervision until 3pm. You would then have to arrange to have your child collected because no buses will be running. Please let me know in writing if you wish your child to be kept at school regardless of weather conditions. If I do not have a written request, I will assume that you support the school procedures outlined above.
- Alternatively, you can discuss with your child what you want them to do in case of an early school closure. This may include going to the house of a relative or friend. Please prepare your children for this eventuality now, so they are clear what your wishes or instructions are. Please be reminded that once the students have been dismissed from school (or got off the bus) they are the responsibility of the parents/guardians and no longer the responsibility of the school or the Local Authority.
- Parents will be notified via email that the school is closing (only if you have registered for this service).
- Please note that all extended school activities will be cancelled.

#### **SCENARIO 4 - SEVERE WEATHER CAUSES THE BUSES TO BE DELAYED AT 3PM.**

When the school is aware of a delay to a particular bus, we will encourage the children affected to ring home on the school telephone (free of charge) to inform parents or other carers. We will provide an answering service in school, although if all the parents choose to use this service there may be some problems getting through.

- Parents will be notified via email that there is a problem with the school transport.

For any questions regarding the arrangements outlined, please contact [office@wollaston-school.net](mailto:office@wollaston-school.net)

Thank you for your support, and please be assured that we will only close the school as a last resort or if we are advised that weather conditions are a risk to student safety.

Yours sincerely,



**Mr James Birkett**  
**Headteacher**