5th February 2018

Closing the School in an Emergency

Dear Parents and Carers,

You may have heard that colder weather is forecast for tomorrow, with an increased risk of ice and snow.

In the unlikely event of the school having to close due to severe weather conditions please find below the School's agreed emergency procedures.

We recognise that the decision to close a school in the event of an emergency (e.g. snow, flooding, no water or heating) significantly impacts on you as parents and guardians; however, the School's overriding priority is the safety and wellbeing of our pupils and staff, both at school and on their journeys to and from it.

The decision to close the school in the case of an emergency will be made as soon as possible by Mrs Warwick, Miss Bingham or Mrs Rundle, following a full risk assessment. The Local Authority will then be informed.

The Local Authority will forward notification of the School's decision to close to BBC Radio Cornwall, Pirate FM, Heart FM as well as the Transport and Catering Departments. The Local Authority will post details of the closure on its website, Facebook and twitter pages as appropriate.

During any periods of inclement weather, parents should listen to local radio stations, including BBC Radio Cornwall, Pirate FM or Heart FM. These stations will make regular announcements regarding school closures of which they have been notified.

As soon as possible, the School will announce its decision to close on its own website, Facebook and twitter feed. If you have provided us with your mobile phone number, we will also contact you using the school's text service.

The procedure above will be repeated on each subsequent day of the closure, until it is safe to re-open the school. Should you have any questions regarding the School's procedures for closure in the event of an emergency, please contact the School office.

Best wishes,

Helen Bingham

Head of School