



Looe Community Academy

*A Specialist College
for the Performing
Arts,*

*Maths and Computing
Sunrising, East Looe,
Cornwall, PL13 1NQ*

Email: enquiries@looe.cornwall.sch.uk

29 September 2014

Our ref ASP/HJ

Dear Parent/Carer

School Closure Days and Snowy Weather

As it is approaching the time of year when we have experienced difficulties with severe weather in previous years, I thought it timely to write to you to remind you of the procedures that we adopt if, for example, we have to close the Academy because of heavy snowfall.

The procedures we use are outlined on the attached sheet and I hope you will find them useful. They are designed to ensure the safety of all our students. It is particularly important that students know that they have access to home or a friend's house if they return home other than at the usual time. It would be extremely helpful if you could complete the attached reply slip as soon as possible so that we know what you would wish to happen for your child in the event of an Academy closure.

If you have any queries please do not hesitate to contact the Academy.

Yours sincerely

**Mrs H Jenkins
Headteacher**

Student Name:

Tutor Group:

In the event of an early Academy closure, I give consent for my child to:

Return home by normal means and I confirm my child will be able to gain access.

Return to a friend's/relative's house where my child will be able to gain access (please specify)
.....

If normal means of transport is not available remain at the Academy until collection can be arranged.

PLEASE CIRCLE YOUR CHOICE

Signature of Parent/Carer:

Date:

PLEASE RETURN TO YOUR CHILD'S TUTOR



Maths & Computing



CHARTER STANDARD SCHOOLS



PROCEDURES FOR SNOWY WEATHER AND/OR ACADEMY CLOSURE
AT
LOOE COMMUNITY ACADEMY 2014/15

- If the Academy is closed, County Hall are immediately informed and they, in turn, inform the local radio stations so it is a good idea to listen to **Radio Cornwall, Pirate FM or Atlantic FM**. Information and updates will be available from early in the morning of snowy days or as soon as it starts snowing later in the day. We also place this information on the Academy website. www.looe.cornwall.sch.uk
- **If the buses are not operating and we know** the local media are also informed. It is important to listen for updates as the situation can change very quickly.
- **If the buses are running in the morning**, they may well be delayed and parents/carers need to give clear instructions to their children about how long they think they should wait for the bus before giving up and returning home.
- **If in doubt about road conditions, always choose the safest option.**
- When the **Academy closes after students have arrived at school**, a message is put out on the Academy **answer phone (01503 262625)**, regular updates are put on the Academy **website (www.looe.cornwall.sch.uk)**, the media are informed by County Hall and the closure is announced on the local radio. Our text message service will also inform you of early closure. (Please be aware that delay caused by busy mobile networks is beyond our control).
- If the **Academy closes early** the **bus companies** are contacted to collect the students as quickly as circumstances allow.
- **Students with mobile phones** will be advised to contact their parent/carer to tell them of the situation and if parents/carers wish to come by car to collect them, that is, of course, fine. Students who do not have mobile phones will be assisted by staff to phone home via Reception or Student Services.
- **Students who live locally** must contact a parent/carer before they walk home.
- **Students who wish to get lifts with friends** must get parental permission from home first.
- **ALL STUDENTS MUST SIGN OUT BEFORE LEAVING THE ACADEMY.** They are told that they must ensure that there is an adult in their family who knows what is happening and that they are able to gain access to their homes. Students will be questioned by a member of staff to check they have contacted home before they are allowed to leave.
- **Any student who has failed to make contact with someone at home will be directed to Mr Damerell (Deputy Headteacher), who will make the necessary arrangements to keep the student safe at the Academy until a parent/carer can be contacted.**
- **ALL STUDENTS BEING COLLECTED BY PARENTS/CARERS MUST SIGN OUT AND BE COLLECTED VIA RECEPTION. Bus groups will assemble in the main hall as normal.**
- If the Academy is closed for prolonged periods, work for students to do at home will be posted on the Academy website.

Mrs Heather Jenkins
Headteacher
29 September 2014