

January 9th 2017

Dear Parents / Guardians

PREPARING FOR WINTER

Now that winter is upon us with cold weather and snow a possibility, I am writing to remind you about how we deal with severe weather, especially snow, which may result in the Academy having to close.

The decision whether to close the Academy because of health and safety concerns arising from poor weather will be taken at 7.00am or earlier if possible.

If we decide not to open the Academy before the start of the school day we will let you know in the following ways:

1. By placing this information on the Academy's website:
www.josephleckieacademy.co.uk,
2. By sending you a text message
3. By using local radio as we normally do.
Free Radio – Black Country (97.2FM)
Heart (100.7FM)
BBC Radio WM (95.6FM)

Students taking examinations

If students are due to sit an external examination, arrangements will be made for these examinations to take place as normal, and students and parents will be informed. In this case students should attend as normal.

Should I send my Child(ren) to school?

We appreciate that during severe weather some parents may decide not to send their children to school because they anticipate problems with travelling.

If the Academy is open, and you decide not to send your child(ren) to school, please let us know by telephoning us on **01922 721071**.

What happens if the weather in my area is worse than in the Delves area of the Academy?

Given that the weather situation may well change during the day and may well differ across our local region, we appreciate that some parents may wish to come and collect their children earlier than normal because of concerns about getting home safely, even if the Academy is open. If this is the case, please contact the main reception on 01922 721071.

What happens if the Academy needs to close for all students and staff during the day / before the normal finish time at 3.05pm?

We will try to avoid this if possible, however, if we need to close the whole site for everyone earlier than normal, we will need your permission to send your child home or for him / her to go to a relative's house. At the end of this letter we have included a reply slip that we would like you to complete.

Please ask your child to return this form to their tutor by Monday, January 16th 2017. If the reply slip is not returned and we cannot to contact you we will be unable to release your child from the Academy, therefore, it is essential that we have up to date contact details. Please let us know if you change any of the emergency contact details so that we can let you know what's happening as quickly as possible.

If we decide to close during the day then we will send a text to parents and put a message on the Academy's website to confirm this.

I hope that you understand the reason why I have felt it necessary to write to you about this matter. There is a copy of this letter on the Academy's website because we want to make sure that all parents are aware of the plans we have put in place for when bad weather conditions arise.

We would welcome your thoughts and comments on the arrangements we have made to cope with extreme weather conditions.

Yours sincerely

Keith Whittlestone
Principal

JOSEPH LECKIE ACADEMY

REPLY SLIP – BAD WEATHER / EARLY CLOSURE OF THE ACADEMY

Students' name Tutor group

If the details on the attached sheet are incorrect, please write the changes below:

Phone number -1st Contact :

Phone number -2nd Contact :

Email (if appropriate):

I have spoken to my child about what I wish them to do if the Academy has to close early and give my permission for them to either (**Please tick one option from below**):

- Walk home /go to a relative's house
- I will collect them from outside the Academy
- He / she should catch the bus

I have spoken to my child about the need to take care on their journey home and to behave appropriately on their journey to ensure their safety and that of others.

Signed Date

Parent / Guardian

PLEASE RETURN THIS FORM TO YOUR CHILD'S TUTOR

BY MONDAY JANUARY 16TH 2017