



Headteacher: Mrs L Ayling BA (Hons) NPQH

27 April 2016

Dear Parent/Carer

Adverse weather plan

In future, in the event of adverse weather resulting in an early closure of the school, we will issue a 'parent call' to all parent/carers. This will be in the form of a text message announcing the date and time of closure and informing you that your daughter is going to be released from school. We will also post this information on the school website.

There may be some parents/carers who do not wish for their daughter to be allowed to leave and would prefer for their daughter to remain on site until they can collect them in person or until the usual time of 3.30 pm. As a result, in order to allow us to prepare fully for occasions where a closure is necessary, I would be grateful if you could complete the attached reply slip. This will ensure that we know exactly which students we can release from school and those that must remain on site.

Thank you for your cooperation.

Kind regards,

Yours faithfully

Mrs L Ayling
Headteacher

Adverse weather plan – Release slip

Student name: _____ Form: _____

Please tick **one** of the following options;

- In the event of an early school closure, I agree to my daughter leaving school early.

- In the event of an early school closure, I request that my daughter remain on site until I collect them, or until the usual time of 3.30pm.

Parent/Carer name: _____

Parent/Carer to sign: _____ Date: _____