

GREAT BADDOW HIGH SCHOOL

A SPECIALIST SCIENCE & SPORTS COLLEGE

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Company No. 7662023

Headteacher: Mrs C Lynch, BA (Hons)

November 2018

Dear Parent

Adverse Weather and School Closure or Alternative Day Arrangements

I am writing to clarify arrangements in the event of severe weather. Please be assured that **school will stay open if at all possible during severe weather** and I would ask you to note the information in this letter which will apply throughout the winter and could also be referred to if the school needed to close unexpectedly for any other reason.

During adverse weather I will assess conditions to determine whether we should close. The decision will be made as early as possible in order to inform you and will be based on the safety of the site and the number of staff who are able to get to school and ensure students' safety during the day. I hope that you will appreciate that this cannot be an instant decision, particularly when snow falls during the morning rush hour.

We will update reports on our website regularly and also inform you by text if the school is to close or to implement **the Alternative Day Procedure** (attached). We will also put information on Twitter @GtBaddowHighSch. **Please ensure that we have up-to-date contact details on our data base.** You can also visit Essex County Council's <http://www.essex.gov.uk/Education-Schools/Schools/Dates/Pages/Emergency-School-Closures.aspx>. The Emergency Closures page will update as and when notifications are received, therefore it is recommended to continue to check or refresh the page. Our website remains the most useful site to visit.

We will also endeavour to put a message on our automated telephone answering service. However, you will appreciate that our switchboard becomes very busy during these times and staff need to be able to inform us of their situation – so please try to get your information from the sources described above.

Please note that **if you do not hear anything from us** the school will be **open** for a normal day.

If the decision to close is made after students have arrived on site they will be supervised until you are able to collect them or when we have received confirmation that you are aware of the situation and authorise them to leave.

If we decide to remain open for certain year groups i.e. those in Years 10 to 13 approaching public exams, please make sure that your child makes every effort to attend.

Thank you for your support with these arrangements. We aim to make common sense decisions which balance our duty to provide an education against safety considerations for your child and the staff.

Yours faithfully

C Lynch (Mrs)
Headteacher



Great Baddow High School 'ALTERNATIVE DAY' PROCEDURE - STUDENTS

In the event of the school being unable to open at its usual time due to **severe weather or an unexpected site issue**, the school implements an 'alternative day' procedure as follows.

A **group-call text message, staff email and website information** will alert staff, parents and students to the alternative school day procedure.

School buses will commence collecting students **2 hours** after their normal collection time. If there are concerns about a particular bus route, we will aim to put this information on the website.

School will start at **10:30 am** and follow the alternative school day below.

10:30 Registration

10:45 Period 3

11:45 Period 4

12:45 Lunch period

As both school lunch times will be combined students are encouraged to bring packed lunches to avoid longer queues. Year groups will be directed to the specific in-door areas other than when they are in the Diner in order to keep in-door spaces as dry and safe as possible.

1:30 Period 5

2:30 End of School

There will be no clubs, fixtures or other after school activities

2.45 Buses depart

The later start should enable students and staff to travel to school when roads are clearer. The early finish allows for students to travel home slowly, safely and in daylight. These timings also allow the site team to work towards clearing/preparing the site.

Please ensure:

- You leave sufficient time for your journey
- You have a substantial breakfast as only a limited catering service will be available at lunchtime and there will be no break between period 3 and 4.
- You wear suitable footwear for travelling to and from school; appropriate dry footwear to be worn in doors to keep areas as clean and dry as possible.
- You bring all books and equipment for lessons 3 – 5. All students in Years 7-9 should always have a private reading book with them. Years 10 and 11 should bring their GCSE English texts.

If it is deemed necessary to close the site completely due to extremely hazardous travel conditions, or if school is not safe for students and staff – parents and staff will be advised of this as early as possible, via texts, staff email and the website. Please understand that a decision of this nature is not taken lightly and can only be made based on the information available at the time i.e. the number of staff able to make the journey into school to ensure student safety.

Students' work for the day can be accessed via **Show My Homework**. Teachers will endeavour to place work on the site if there is not already current homework displayed.