

Dear Parent/Carer,

Emergency School Closure Procedure

In the unfortunate event that the academy has to close part way through the day (such as a snow day), we feel it is imperative to put in place a process that will allow all our students to leave the academy as quickly and safely as possible. To do this we need your help, and wish to share the procedure with you. Please sign the consent form attached to this letter, ticking the box that you and your son/daughter feel most comfortable with.

Order of Procedure

1. Emergency closure announced to staff.
2. All students and staff return to their form room.
3. Text message sent to parents and carers from the academy to inform them of the closure.
4. Bus companies to be contacted by the academy.
5. Students with consent to walk home will be dismissed immediately by their tutor.
6. Students with consent to leave, and who travel on an academy bus will leave as soon as the buses have arrived.
7. Telephone calls will be made to parents who have requested prior contact.

Students travelling on academy buses will be dismissed as soon as a text has been sent and buses have arrived. **If you tick the box stating that you need to be contacted before they can leave, you will need to make your own arrangements to collect your son/daughter from the academy as we cannot hold the buses from leaving.**

If you decide you would like to speak to a member of staff first, please bear in mind that there may be a considerable number of phone calls that have to be made to parents and this will take some time. We would ask that you do not try to contact the academy as that will slow the process down. Messages cannot be given to students.

If the academy has to remain closed for subsequent days we will communicate this information to parents via Trax FM, Hallam FM, twitter (@RASAcademy) and the academy website (www.theallsaints.net).

Please discuss this procedure with your son/daughter and consider your options before returning the reply slip. Please ask your son/daughter to return the reply slip to their learning manager as soon as possible.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rob Burton', is written over a white rectangular area.

Rob Burton
Associate Principal

Emergency Closure Protocol for Parents/Carers

The academy is open unless one or more of the following announcements are made:

Parent Text Messaging Service

We issue messages via text message to inform parents/carers of site closure. Please ensure that we hold up to date mobile numbers for you.

Academy Website/Twitter

A notice will be place on the academy website and Twitter feed if there is a site closure

Academy Telephone

A message will be left on the academy answer phone

Radio Stations

Local radio stations will be notified and closure information will be displayed on their website

Please ignore anything you read on social networking sites such as Facebook. You should presume that the academy is open if there are no announcements via the above methods.

Rossington All Saints Academy

Emergency School Closure Procedure

I give permission for my son/daughter to leave the academy as soon as a text message has been sent to parents advising that the academy is closing.

I would like to speak to a member of staff before my son/daughter is given permission to leave the academy following receipt of a text message announcing school closure. I understand that if my son/daughter travels on an academy bus that I will need to make the necessary arrangements to collect them from the academy.

Student's name

Learning Manager

Signed (Parent/Carer)

Date

Contact number of parent/carers
