

Hayle Academy

December 2019

Dear Parents / Carers

Please find below a reminder of our Emergency Closure procedures. We rarely use these; however, it pays to be prepared! Wherever possible, we will of course do our utmost to keep the school open. In the event of an emergency, (e.g. snow, flooding, no water or heating) we may have to close the school. This would only be done where our assessment of risk is that it is unsafe for the school to open, for children to remain in school and / or that it is unsafe for them to travel to school. If we have to close the school, we will contact all parents by email. We will also put a notice on our school website and contact local radio stations (Radio Cornwall, Pirate FM and Heart FM).

Emergency School Closure before the start of school

- We will make a decision about whether the school can open, as early as possible in the morning and by 7.45am at the latest. Parents will be contacted by email.
- A member of staff will be on the school site to ensure that any students who arrive for school can be looked after until parents can be contacted and / or students can return home safely.
- Where appropriate, we may decide to open late (e.g. if the roads are unsafe first thing in the morning).

Emergency School Closure during the school day

- Parents will be contacted by email.
- Students will be looked after until they can be collected by parents and / or until they can return home safely.

Action for parents / carers

- Please ensure we have up to date email addresses and phone numbers so we can contact you in an emergency. This is very important.
- Please discuss with your child what you would like them to do in the event of emergency school closure. The options are:
 - a) Allow your child to walk home if you live close enough to school for this to be a safe option or if you have made arrangements for them to walk to a friend's or relative's house.
 - b) Remain in school until they can be collected in person by a family member or until you contact us with instructions to release them.
- **If you wish to select option a) please complete the slip below and ask your child to take it to student reception.** If we do not receive the slip back from you we will keep your child in school on the day until you contact the school or come to pick him/ her up.

We will keep students who usually travel by bus in school and only release them when parents contact the school or come to pick them up or when the bus is able to travel safely.

Please also note that our priority in the event of school closure is to ensure that students are safe and cared for. If you have any questions about our process for closing the school, please do not hesitate to contact the Head of Upper or Lower School for advice.

Yours sincerely



Mr Dan Mather
Head of School

PTO for reply slip



3 Highlanes, Hayle, Cornwall, TR27 4DN
enquiries@hayleacademy.net
www.hayleacademy.net - 01736 753009
Executive Headteacher: Mrs Jan Woodhouse
Head of School: Mr Dan Mather

Hayle Academy is part of Truro and Penwith Academy Trust, a charitable company limited by guarantee. Registered in England and Wales. Company number: 08880841 Registered office: College Road, Truro, TR1 3XX.

Emergency Closure Release Slip (Please return to Student Reception)

Student Name:	Form:	
I give permission for my child to be released from school as soon as an emergency closure is confirmed.		
I have arranged that my child will then walk home to an agreed safe place such as our home or a friend of family member's home.		
Signed:	Parent/Carer	Date