Thursday 12th January 2017

Dear Parent/Guardian,

**RE: Plashet School Inclement Weather Procedure**

In recent years we have had to interrupt our student’s education on a very small number of occasions as a result of severe weather conditions. As we are in the part of the year where poor weather is more likely to affect us, I would like to take this opportunity to outline for everyone the procedures we will follow when weather conditions are especially inclement.

The procedure in light of severe weather conditions such as snow, ice or excessive rainfall will, therefore, be as follows.

From **06.30** on any day where weather looks like it could prevent us from opening, our website and App will state one of four positions:

1. School Open as normal
2. School Open but inclement weather timings in place
3. School Open Years 10 & 11 ONLY & inclement weather timings in place
4. School Closed due to severe weather

If the second or third position has been adopted, by clicking on the appropriate text, you will see a detailed explanation of what that position involves. Below is the text that will be used.

If the “**School Open All Year Groups but inclement weather timings in place**” position is adopted, students should **delay** their journey into school, aiming to arrive for **9:45am**. The day will then run as follows:

* 09.45 Registration
* 10.00 Lesson 2
* 11:00 Lesson 3
* 12.00 Lunch
* 12.45 Lesson 4
* 13.45 Lesson 5
* 14:45 School ends

If the “**School Open: Years 10 & 11 ONLY & Inclement weather timings in place**” position is adopted this means that only students in those year groups are to attend school. My decision to adopt this position will be driven by the number of staff who can safely get to school. The day will run as follows for students in Years 10 and 11:

* 09.45 Registration
* 10.00 Lesson 2
* 11:00 Lesson 3
* 12.00 Lunch
* 12.45 Lesson 4
* 13.45 Lesson 5
* 14:45 School ends

I will endeavor to keep the school open but the need may arise to send students home early should extreme weather arrive during the school day. In this eventuality the school website and App will indicate “**Emergency Closure due to extreme weather**”. If, due to travel arrangements or issues regarding gaining access, students are unable to go home we will keep them at school until arrangements can be made.

In the event of inclement weather students should wear footwear, such as wellington boots or shoes with plenty of grip as well as warm coats, gloves, hats and scarves appropriate to the conditions.

Yours sincerely,



Rachel McGowan

Head Teacher