



# Venerable Bede Church of England Academy

## Northern Lights Learning Trust



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Headteacher: Mr D Airey (BSc Hons)

CEO: Mrs J Heaton OBE

29 November 2023

### RE: School Closure Procedures for Adverse Weather / emergency circumstances

Dear Parent/Carer,

As we have now had the first snow of winter, I thought that it would be sensible to remind everyone of our procedures should there ever be a need to consider closing school due to adverse weather, or another unforeseen situation. Whilst these situations do not happen very often, it is better to be fully prepared and know what to expect. A decision to close school would only be taken in one of the following circumstances:

1. Insufficient staff are able to come into school to keep the school running safely
2. Conditions on site are dangerous
3. Conditions are considered to be, or are anticipated to later become, too hazardous to travel
4. An emergency occurs in school (such as water failure/ingress) which would make it unsafe to remain open

Our priority is always the safety of our pupils, parents and staff.

The decision to close school will be made as soon as practicable so that parents/carers can make appropriate arrangements for their children that day. Our aim would be to **make the decision by 8.00 a.m.** By this time, we should know whether sufficient staff are able to get to school so that school can operate safely. Just as I am sure many parents/carers work in areas other than Sunderland, many staff live in other areas and have to travel in to work.

If the decision to close school is made, we will alert you by:

1. Sending an email via our ParentMail App - Is your email address up to date? Please contact us using this ([LINK](#)) with any changes.
2. Making announcements on local radio (Sun FM, Metro and BBC Newcastle)
3. Displaying the detail of closure on the school website (if practicable)



**Northern Lights Learning Trust** is a company registered in England & Wales (07909140) with its registered office at Benedict Biscop Church of England Academy, Marcross Drive, Moorside, Sunderland, SR3 2RE.

If we needed to close school during the day, we would inform parents/carers by email and text as well as the other mechanisms listed. Pupils would also receive a letter outlining the situation to take home, containing further advice and guidance. In these circumstances, we need to rely on the common sense of pupils to ensure that they are able to make their way home safely. We always insist that pupils remain in the safety of the school building, where they will continue to be supervised, if they feel that they would not be able to get themselves home or get into their house. We would look after each pupil until someone was able to collect them safely, or until the end of the school day at 3.00pm.

If we do need to close school, we would appreciate it if you could keep any non-essential telephone calls to a minimum. We have a limited number of phone lines and it is likely that these will be very busy during that time. You are advised to check the website instead of ringing.

If you feel that you need further clarification on our systems for school closure, or you need to make us aware of any particular needs for your child, please contact your child's form tutor or Head of Year in the first instance.

Thank you in advance for your cooperation should there ever be a need to close school at short notice.

Yours faithfully



Headteacher



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