

February 2018

Dear Parent,

## EMERGENCY CLOSURE PROCEDURES

I write to remind you of the arrangements concerning the closure of the School in the event of an emergency. As well as extreme weather conditions, other difficulties such as problems with electricity, heating or water supply may result in an unplanned closure to the School.

In the event of a closure due to adverse weather conditions, the Cluster Headteachers will work together to ensure that similar decisions regarding opening or closing are made for all or some of the schools within our cluster. The decision to close a school will never be made lightly and consideration must be given to the safety of the students, parents and staff, this includes the journey to and from school, the safety of the site and efficiency of the heating system. In addition, an assessment of whether the number of staff able to attend is sufficient for the supervision of the students will be made. If the decision is to close the School, we will try to communicate this as early as possible.

In adverse weather conditions when the School remains open, it is, however, your decision whether you feel that it is safe for your child to travel to and from school. Once in the building, we will work to keep our students safe, so far as is reasonably practical. We would, however, encourage you to ensure that your child attends, but only if it is safe for them to do so and if they have appropriate clothing for the weather conditions.

If the School is open, please send your child with a packed lunch as we cannot guarantee our lunch deliveries.

Should it become necessary to close the School in the event of an emergency, we will keep you informed through our messaging system, the School ([www.sholingtc.org.uk](http://www.sholingtc.org.uk)) and Local Authority ([www.southampton.gov.uk/schools-learning/school-closures/](http://www.southampton.gov.uk/schools-learning/school-closures/)) websites. Please ensure that we have an up to date mobile phone number to use with our messaging service.

If the School is closed for more than one day, students should log on to [www.samlearning.com](http://www.samlearning.com) and complete work relevant to the topics they are studying at the time. Teachers may also be able to set specific tasks that will appear on your child's homepage Log in details are as follows

School ID	:	SOIST
Username	:	Date of birth followed by initials e.g. 020589MB
Password	:	As username unless student has changed it

I appreciate your support in this matter.

Yours sincerely



Martin Brown  
Headteacher