

# Gartree High School

Ridgeway, Oadby, Leicester, LE2 5TQ



November 2017

Dear Parents/Carers

## SNOW or UNEXPECTED SCHOOL CLOSURES

Please note the following information regarding our arrangements should the school be unable to open, or should students have to be sent home during the day because of snow. We make every effort to stay open. However, if a decision is made to close the school, information will be communicated as soon as possible in the following ways: –

- On our website [www.gartree.leics.sch.uk](http://www.gartree.leics.sch.uk) and
- Via a text message to parents

It is my decision, in consultation with the Chair of Governors, as to whether or not the school will open. We consider carefully the following points:

- Health and Safety and whether remaining open constitutes a significant risk to students and/or staff.
- Having students in school is conditional on staff being able to be here.
- School contract bus operators make their own decisions as to whether or not they will be able to collect students in the morning. It is also usually upon their advice, based on their knowledge of the route and road conditions, that the decision to send students home early is based. It is the local authority which operates the contract, not the school.

Parents should be assured that the first priority is always to ensure the health safety and wellbeing of staff, students and parents.

When the school closes early, those students who use public transport will normally be sent out to catch the first available bus. Those who walk home may be kept in school until the normal finishing time or, if walking conditions are deteriorating, be sent home early. We will expect to deal with private hire buses in the same way as school contract buses. Please remember that I cannot guarantee supervision of students beyond the end of the normal school day and that, in severe conditions, with staff wishing to leave promptly an early departure of all buses would be safer.

I have been asked in the past how long students should wait for a bus in the morning which is delayed by snow or may not be even making the journey. I suggest 20 minutes beyond the normal pick-up time would be reasonable.

Should a contract bus not arrive in the morning, parents should not bring students by car unless they can also collect them, as the contractor may decide that the return journey will not be made either. If students are sent home early or if the morning bus does not arrive, it is imperative that your child knows whether you wish them to go home or to a particular neighbour or friend. Please make sure that you discuss this with your child very soon.

Please ensure that we have your up to date emergency contact information.

Absence notes are always required, even when, for example, buses do not arrive, because we must be certain that you know your child has not been in school.

Yours sincerely

Sonia Singleton  
Headteacher

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