



# Biscovey Academy

A Member of the Aspire Multi Academy Trust



**Head of School: Mr M. Corbett**

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**Biscovey Academy**  
**Lamellyn Road**  
**Par**  
**Cornwall**  
**PL24 2DB**

Monday 7<sup>th</sup> January 2019

Dear Parents,

## Re: Closing the School in an Emergency

Whilst we are currently enjoying a period of lovely winter weather, I am taking this opportunity to remind you of the procedures should the need arise this term to close the school due to extreme weather.

We recognise that the decision to close a school in the event of an emergency (e.g. snow, flooding, no water or heating) significantly impacts on you as parents and guardians; however, the School's overriding priority is the safety and wellbeing of our pupils and staff, both at school and on their journeys to and from it.

We therefore thought it appropriate to remind you of the School's agreed procedures which will be followed in the event we do have to close the school in an emergency:

The decision to close the school in the case of an emergency will be made as soon as practicable by the Head of School and Site Supervisor, following a full risk assessment. Whenever possible, the Head of School will liaise with the senior leadership team and the Head of Biscovey Infant School to approve the decision.

The Head of School will immediately notify the Local Authority of the decision to close the School.

The Local Authority will automatically forward notification of the School's decision to close to BBC Radio Cornwall, Pirate FM, Heart FM as well as the Transport and Catering Departments. The Local Authority will post details of the closure on its website, facebook and twitter pages as appropriate.

During any periods of inclement weather, parents should listen to local radio stations, including BBC Radio Cornwall, Pirate FM or Heart FM. These stations will make regular announcements regarding school closures of which they have been notified.



Aspire Website: [www.aspireacademytrust.org.uk](http://www.aspireacademytrust.org.uk)



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As soon as possible, the School will announce its decision to close on its own website and *Twitter* feed. If you have provided us with your mobile phone number, we will also contact you using the school's text service.

Where it is safe and practicable to do so, members of staff will be present at School (e.g. at the start of the day) to meet and inform any parents or children who may not have heard/received the closure notification. They will also be on hand to answer telephone enquiries.

The procedure above will be repeated on each subsequent day of the closure, until it is safe to re-open the school.

Should you have any questions regarding the School's procedures for closure in the event of an emergency, please contact the School office.

Yours sincerely

Mr M Corbett  
Head of School



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