

7<sup>th</sup> November 2019

Dear Parents/Carers

### Severe Weather Procedures

As we are approaching winter I thought it would be useful to remind parents/carers of the severe weather procedures. Overleaf you will find outlined the procedures used by the school in the case of disruption to travel caused by severe weather. Please read the notes carefully, and depending on where you live, consider how your child is likely to be affected.

**If there has been severe weather overnight, please refer to the school website or check your email messages from school.** The school website will be updated regularly to advise of any changes throughout the day and there may also be announcements on the radio stations overleaf. Once you have confirmed that the school is open you should decide whether it is safe for your child to come to school or not. Please ensure that they are sent to school suitably dressed for their journey. If school buses do not run in the morning, then the buses will not run in the afternoon. Students who are brought to school when the buses don't run in the morning, will need to make arrangements to get home in the afternoon. If your child stays at home please notify school by email to [absence@sghs.org.uk](mailto:absence@sghs.org.uk) before 8.45am, **if you do not have** access to email then please call 01756 707610 and leave a message (please be aware there is limited message storage so email is preferable).

If there is severe weather during the day, it may be necessary for the students to leave school early. Should this be the case, and should transport not be operating normally, please make sure that your child knows where to go and what to do. This may involve an overnight stay with relatives or friends if conditions are really bad, or other arrangements suitable for your own circumstances.

**Please do not telephone the school unless it is absolutely necessary.** As previously mentioned, the school website will be updated regularly to advise of any changes throughout the day. If you do have to make arrangements to come to collect your child, then please report to Reception and we will send for the students. Students should not be using mobile phones during the school day to communicate to parents.

Please talk to your child about this as soon as possible, so that you are prepared in case of bad weather.

Yours faithfully



Mr M Turner  
Head of Academy



## SEVERE WEATHER PROCEDURES

In the event of weather so severe as to necessitate an early closure, the following plan will go into action to ensure that students and staff reach home safely.

1. The school bell will ring twice or, in the event of this not being possible, written instructions will be given by messenger.

### Students

Students will collect their bags and coats and will go to the following bases: -

Students leaving on **Keighley & District, Jacksons, Hargreaves, Mainline, or Castle coaches/B&J Travel** will go to the **Gym** (Base Leaders – **Mrs McMillan and Ms Holdsworth**)

Students leaving on **Bibby's, Pride of the Dales, Pendle and District, Steel's, taxi or train** will go to the **Dance Drama Studio** (Base Leaders – **Mrs Greenwood and Mrs Haymes**).

6th form students who travel by car or walk to the school, go to West Bank (Base Leaders – **Mr Blythe, Mrs Pitt, Mrs Uren**)

All other students will go to the Hall (Base Leaders – **Mr Hoyle and Ms Busfield**)

Students should wait quietly until appropriate messages are received – they should not go to Reception or Student Services unless sent by a member of staff.

No one should leave school without permission from a named Senior Teacher.

Any student who is not leaving school by her normal means must report to **Student Progress - Mrs Marchesi or Mrs Pickles** in the Main Entrance Hall by Café Quad before they leave to sign out and give details of the alternative arrangements.

2. The Headteachers of Skipton Girls' High School, Ermysted's Grammar School and The Skipton Academy will negotiate with the bus companies for any early arrival of the buses. They will contact local radio stations to relay information that pupils are being sent home, and to pass on information about bus times. The radio stations contacted will be BBC Radio Leeds (FM 92.4-103.9 MHz; MW 774 kHz), BBC Radio Lancashire (FM 95.5 – 104.5 MHz; MW 855, 1557 kHz) and Stray FM (FM 97.2 – 107.8 kHz). Information will also be found on the school website ([www.sghs.org.uk](http://www.sghs.org.uk)).

5. The school will remain open as long as necessary to care for any students who are unable to make satisfactory arrangements. Please talk to your children about what you would be happy for them to do in the event of the school closing early. You can help us by reassuring them that the school will make every effort to ensure that they get home safely and will always be open to care for her if there are problems. Please stress to your child that they should not phone you before they has been given clear information about transport and other arrangements.