

8th December 2014

Dear Parent/Carer

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 daughter is likely to be affected.

If there has been severe weather overnight, please refer to the school website or check your SimplyClick messages. There may also be announcements on the radio stations overleaf. Once you have confirmed that the school is still open you should decide whether it is safe for your daughter to come to school or not. Please ensure that she is sent to school suitably dressed for her journey. If school buses do not run in the morning then they will not run in the afternoon. If you bring your daughter to school when the buses don't run then you will need to arrange to get her home in the afternoon. If she does stay at home, please telephone the school (dedicated absence Line 01756 707610) before 9.20am or send a message by SimplyClick.

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 daughter 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. If you do have to make arrangements to come to collect your daughter then please report to Reception and we will send for your daughter.

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

Yours faithfully,



Jenn Plews
Headteacher



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 – **Mr Hoyle and Mrs McMillan-AHT**)

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 – **Ms Fawcett/Ms Belfield and Miss Fox**)

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

All other students will go to the Hall (Base Leaders – **Mr Carne and Mrs Kitching**)

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 Senior Teacher.

Any student who is not leaving school by her normal means must report to **Mrs Marchesi or Mrs Gains** 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 SimplyClick and the school website (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 daughter about what you would be happy for her to do in the event of the school closing early. You can help us by reassuring her that the school will make every effort to ensure that she gets home safely and will always be open to care for her if there are problems. Please stress to her that she should not phone you before she has been given clear information about transport and other arrangements.