

Dear Parent/Carer

### **Emergency School Closure Procedure**

In the unfortunate event that the academy has to close part way through the day (such as a snow day), we feel it imperative to put in place a process that will allow all our students to leave the academy as quickly and safely as possible.

To do this we need your help, and wish to share the procedure with you. Please sign the consent form below, ticking the box that you and your son/daughter feel most comfortable with.

### **Order of Procedure**

1. Emergency closure announced to staff.
2. All students and staff return to their VMG room.
3. Text message sent home to parents from the academy to inform them of the closure.
4. Bus companies contacted by the academy.
5. Students with consent to walk home will be dismissed from the academy immediately by their tutor.
6. Students with consent to leave, and that travel on an academy bus will leave as soon as the buses have arrived.
7. Telephone calls will be made to parents who have requested prior contact.

Students travelling on academy buses will be dismissed as soon as a text has been sent and buses have arrived. **However, if you tick the box stating that you need to be contacted before they can leave, you will need to make your own arrangements to collect your son/daughter from the academy as we cannot hold the buses.**

If you decide you would like to speak to a member of staff first, please bear in mind, that there may be a considerable amount of phone calls that have to be made to parents and this will take some time. We would ask that you do not try and contact the academy yourself as that will slow the process down.

If the academy has to remain closed for subsequent days we will communicate this information to parents via; text message, Trax FM, Twitter and the academy website.

Can you please discuss this procedure with your son/daughter and consider your options carefully before returning the reply slip attached.

Yours faithfully



Dr P Smith  
**Associate Executive Principal**

**Emergency School Closure Procedure**

- I give permission for my son/daughter to leave the academy as soon as a text message has been sent to parents advising that the academy is closing.
  
- I would like to speak to a member of staff before my son/daughter is given permission to leave the academy following receipt of a text message announcing school closure. I understand that if my son/daughter travels on an academy bus that I will need to make necessary arrangements to collect them from the academy.

Student's name:

VMG:

---

Student's name:

---

VMG:

---

Student's name:

---

VMG:

---

Signed:

Parent/Carer

---

Date: