



6 December 2017

Dear Parents/Carers

### Extreme Weather Procedure

We have reached the time in the year when extreme weather may on very rare occasions cause the closure or partial closure of the academy. The academy understands that closure can cause great inconvenience to students, parents and carers and whilst we always err on the side of safety we do not close the school unless absolutely essential. If the weather is such that there is a possibility of school closures, please take the following steps:

1. Listen to Radio Kent – if the academy is closed Radio Kent will issue regular bulletins throughout the morning listing schools that are closed or partially closed.
2. Check the academy website – as soon as a decision is made to close our website is updated to that effect. We will aim to do this by 6.45am, or as soon after as possible.
3. Please do not phone the academy to ask if we are open – this simply jams the switchboard.

Where the academy is shut for the whole day work will be posted for students on Show My Homework and they are expected to complete this work at home and bring it with them when we re-open.

In the event of inclement weather during the school day we may have to close if the site becomes dangerous or if transport links are affected. Should this be the case we will make every effort to inform parents, usually by students, or through academy text messaging. Please ensure we have your updated contact details.

Students under the age of 18 will only be sent home before 3.05pm if we have permission from their parent or guardian to that effect. In order to make the process of early closure as efficient as possible would you please complete and return the attached form giving permission for your son or daughter to go home early in the event of early closure.

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### **SNOW CLOSURE**

Please return this part to your son's/daughter's form tutor by Friday 8 December

In the event of early closure of the school due to poor weather conditions:

I give / I do not give (please delete) permission for my son / daughter

\_\_\_\_\_ (name) Form \_\_\_\_\_

to be released early from school to make his / her way home from school.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



ASPIRE, ENDEAVOUR, ACHIEVE

[www.thevictoryacademy.org.uk](http://www.thevictoryacademy.org.uk)

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