

November 2025

Dear Parent/Carer

### Policy for Emergency Academy Closure

As we hit the winter period, with its possibility for Academy closure due to severe weather (e.g. snow or flood), building problems (e.g. loss of heating, loss of power), I thought it would be useful to remind you of the procedure for closing the Academy. I am not expecting this to happen and very much hope that we do not need to do it. Please keep this in a safe place. A copy is also on the Academy website.

In the unlikely event of storm damage or bad weather (snow) forcing the Academy to close, the following procedure will be taken:

#### 1 Closure before Academy begins (i.e. overnight or before 8am):

Information will be shared on social media (Facebook/X (formerly Twitter)). Our website will be updated as soon as possible. Any students who reach the Academy will be turned back unless they have no safe place to return to. In the case that they cannot return, parents/carers will be informed and the student looked after. We will also send a text to all parents who have registered their number with us.

**2 Closure during the Academy day:** Messages will go out on social media (Facebook/ X (formerly Twitter)) and on the Academy website. We will also use the text system for those parents/carers who are registered with us.

**All students will be sent home in the event of an emergency closure. We will assume that you have given your consent for your child to be released from school in the event of an emergency closure unless you have notified us in writing.**

You take responsibility that your child has a safe means of travelling home and a safe place to return to. If you **do not give permission** for your child to be dismissed from school in the event of an emergency closure, please notify us in writing to [penriceadminrequests@penrice.celtrust.org](mailto:penriceadminrequests@penrice.celtrust.org) and arrangements will be made for them to be looked after by school staff until you are able to collect them.

If we do not have your request in writing by **Friday 21 November 2025** we will assume that your child has a safe place to return to.

**Please discuss with your child where they should go in an emergency closure.**

Thank you for your support with this. The safety and well-being of our students will be the first priority in all decisions on Academy closure.

Yours faithfully



**Tanya Coleman**



Find Your Future



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