



WESTCLIFF HIGH SCHOOL FOR GIRLS

An Academy Grammar School
Headteacher: Dr Paul Hayman BSc



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Dear Parents

I am writing to confirm our bad weather procedures.

The school will only close if site conditions are dangerous and we believe it is dangerous to encourage pupils and staff to travel.

Please assume that the school **will be open as normal** unless you hear to the contrary.
Please avoid telephoning the school at the first sign of snow as our reception will not be able to handle a large volume of calls.

If bad weather affects early morning journeys, late arrival may be unavoidable but this should not deter pupils from making the journey to school. We expect pupils to arrive late rather than not at all. Most public transport will run, though possibly to a different schedule.

In the event that the school has to close:

- Notification would be made to parents via a Schoolcomms text and email as well as on the school's website. We will try to make a decision to close as early as possible in the day knowing that that some pupils have to travel long distances to school. Any notification of a school closure is for that day only; it must be assumed we will be open the following day unless notified otherwise.
- Teachers will provide work for students either via Google Classroom or alternatively by email to the students' school accounts. This will be in line with each student's normal timetable for the day. Every pupil should know how to access Google Classroom and it is an expectation that any work set will be carried out.

If on a day we open the weather significantly deteriorates and we have to make an early closure, the school will notify parents via a text message through Schoolcomms. In this event, pupils will be allowed to contact their parents by mobile phone to agree where they should go and how to get there. Pupils who can travel home easily will be allowed home or some pupils may go to a friend's home with their parent's permission. We will also be in contact with the bus and coach companies, so will be aware of any changes to timetables. Pupils may be allowed to stay at school, if possible, but there may only be limited supervision.

Yours sincerely

Dr Paul Hayman
Headteacher

SEAT

