

# PENAIR SCHOOL

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Dear Parent/Carer,

## **Arrangements for Emergency Snow/school Closure**

In the eventuality of the school needing to close whilst in session, for example, if there is a heavy downpour of snow, the school has a very clear protocol regarding sending children home., which you will already be aware of.

By way of a reminder, in such an eventuality our in-school protocol means that students will be returned to their tutor bases, parents will be notified via study bugs, social media and our website and bus companies will be contacted. Tutors will have a list of those students who have been given permission to be released from school in the event of a school closure. In the event of your child not having the required consent to be released from school, they will remain in school until you have made arrangements for them to be collected. We would therefore ask that you use the following link to express your wishes. You do not need to do this again if you have already done so.

<https://forms.office.com/e/WM1nYMgCxU>

In the event of a planned snow closure, one in which the school is closed first thing in the morning before the students arrive, parents will be notified by study bugs, social media, website and local radio stations. If an extended closure and with the development of remote learning staff will upload lessons via Microsoft Teams from the 3<sup>rd</sup> day of closure. Students should log onto their Penair accounts prior to the lesson starting. They should go to their e-mail account where they will receive an invite from the teacher to join the session. Each lesson will last 45 minutes allowing the students time for a comfort break and also time to pick up their next e-mail invite. We hope that this will continue to support children's learning however we realise that some families may not have access to IT facilities at home.

Please note that the school does not make decisions such as this lightly. Our decision to close the school will always be taken with the safety of students as our first priority. It will be on rare occasion that we will need to take this course of action and therefore your support is valued.

Yours sincerely,



**James Davidson**  
Headteacher