



December 8, 2017

Dear Parent/Carer,

### School Closures

As we enter another period of potentially bad weather I would like to remind parents and carers of our procedure in case it becomes necessary to close the school.

Please be assured that a decision to close the school is only taken after very careful consideration of all the information and advice available and even then only as a last resort. This is never a decision we take lightly however we will always consider the safety of our students around the school site or on their way to and from school and the inability of our staff to safely make the journey to school based on road or travel conditions. Parents may also need to take account of local conditions near to where they live before making a decision to send their children to school.

I would like to take this opportunity to remind parents of our contingency arrangements:

#### 1. Advance notice of a School Closure

In order to avoid students and parents having to make unnecessary journeys to school, as far as possible we will always try to give parents as much advance notice as we can of a school closure. We will always aim to let parents know at or around 7.00 a.m. on the day, but if we have sufficient cause to be concerned, we will try to give out the information the evening before. Parents will be able to obtain information about a closure by:

- Consulting our school website [www.medenschool.co.uk](http://www.medenschool.co.uk). Any news about a school closure will be placed on the home page. This is the quickest way to be informed.
- Consulting the Nottinghamshire County Council website [www.nottinghamshire.gov.uk/schoolclosures](http://www.nottinghamshire.gov.uk/schoolclosures). This page contains a list of all schools in Nottinghamshire which are closed or planning to close.
- Receiving a text message.
- By listening to our local radio stations and in particular  
Mansfield 103.2  
Capital FM  
Radio Nottingham

#### 2. Forced closure of the school during the school day

If it becomes necessary to close the school during the school day then we will operate the following contingency measures:

Once the decision has been made to close the school, the information will again be placed on the School website. Students will be informed of the decision. ***Priority will be given to those students who live outside of Warsop or beyond walking distance of the school.***



**Please note that under no circumstances should students contact parents to seek permission to go home or leave the school site without the direct permission of a member of staff.**

Clearly it is not practically possible for the school to contact every parent individually in order to obtain permission for students to leave the school. This is an exceptional circumstance when we need to be able to trust that students have obtained permission themselves, **so please have this conversation with your child beforehand**. In cases where students are unable to obtain permission or where it is not possible for students to leave the school early, arrangements will be made for these students to remain in school under supervision until alternative provision can be made. Whilst we will do our best to contact the various bus and taxi operators that service the school, it may not be possible for them to adjust their times because of other commitments. If it looks likely because of road conditions that they will be unable to collect students at the end of school we will do our best to inform parents.

If your son or daughter has a planned external examination, school will always open to allow that exam to occur and we would expect them to attend if they are safe and able to do so. Non-attendance could result in a charge being incurred. Once again if they are unable to attend the exam for safety reasons, or illness please contact the school number choosing option 4 and leave a message.

I hope all the above information will help you in the event we should need to close the school. For future reference, a copy of this letter is also on our website. Finally may I ask you only to telephone the school as a last resort as our switchboard is quickly overwhelmed which then causes problems when we need to make and receive urgent calls.

Thank you as always for your understanding and co-operation.

Yours faithfully

Ms E Sims  
Head of School