



31 January 2019
BLW/cab

Dear Parents/Carers

As we enter into a period of more wintry weather I am writing to you to outline the procedures and communications that would apply in the most extreme of circumstances. During periods of inclement weather we will always do our best to remain open. We recognise that parents have busy working lives and having to make arrangements for younger children at short notice can be very stressful.

The decision to close the College will usually be taken between 7.00am and 7.30am after consideration of the following:

- An assessment of the weather conditions and related forecast.
- Evaluation of the transport situation - accessibility and safety.
- An assessment of the College site, particularly with regard to access and safety, both around the site and in particular on journeys to and from the College.
- A general assessment of the likely staffing implications should colleagues be unable to get to College.

Please bear in mind that although conditions near to the College might appear less severe it is sometimes the ability of staff to travel to work that dictates our decision.

Once the decision is made to close the College we will undertake a series of actions to communicate the relevant information:

- We will inform East Sussex County Council of the closure who will then post it on their website and alert the local radio stations - specifically Heart FM and BBC Sussex
- A message will be posted on our College website (<http://www.heathfieldcc.co.uk/>)
- A message will be sent on the College Twitter feed @Heathfield_CC
- An email message will be sent to all parents who have parental responsibility and for whom we have an email address on the morning of any closure. Please ensure that we have up to date contact details for you. If you are unsure please do not hesitate to contact Reception on 01435 866066 or email office@heathfieldcc.co.uk.

In addition to the above parents can proactively get information about College closures by:

- Telephoning the College and dialling # to hear details about unexpected closures.
- Register to get an automatic email alert when the College is closed unexpectedly. Click on the link below which takes you directly to the Heathfield Community College email alert option and follow the instructions <https://apps.eastsussex.gov.uk/educationandlearning/schools/schoolsearch/8454028.aspx>.
- Listening to one of the local radio stations.

If we believe staffing levels mean we can manage a partial closure we will communicate this to you stating which year groups are expected in. In the event of a College closure (full or partial) appropriate work will be indicated on Firefly for students affected to cover missed lessons. For those without access to Firefly the information on the College website will provide suitable detail.

If the forecast clearly indicates sustained bad weather a decision to close the College may well be taken the day before. If this is the case we would email out this information to all parents as soon as the decision is made.

There are occasions where we may need to make the decision to close the College during the day, for example, if weather conditions deteriorate during the day, or if the conditions affect our ability to run the College effectively and safely. On these occasions we follow the same process detailed above for advising parents. Please rest assured in these circumstances that arrangements will always be made to ensure that any students who have to remain in College are supervised until parents can be contacted and arrangements made for them to get home safely.

We do recognise that making the decision to close the College creates logistical problems for parents, we would stress that this decision is never taken lightly but I am sure you understand the need to prioritise student and staff safety in the event of extreme or emergency conditions.

Thank you for your ongoing support,

Yours sincerely



MS C BARLOW
Headteacher