

29<sup>th</sup> November 2017

JCO/VLU/Severe weather

Dear Parent/Carer

**Re: SEVERE WEATHER CONDITIONS – important information for Parents and Carers**

As we are now in the period of the year when there is the greatest chance of severe weather, we would like to remind parents about the Academy's procedures for closing the Academy.


Closing the Academy at the first sign of snow deprives students of their education and sets the wrong example, it can also create more problems than it solves. As most students live in the built up area of Dartford, they should have little difficulty in getting home. Only those who live in outlying villages are likely to have real problems.

Please note the following points:

- We shall keep the Academy open and teach normal lessons, except in the most extreme circumstances.
- Changes to the day, or closure of the Academy, will be announced on BBC Radio Kent and via a text alert. Information will be posted on the website ([www.leighacademy.org.uk](http://www.leighacademy.org.uk)) and a message will be left on the Academy's answer machine.
- If it snows, we will be in constant touch with railways and bus companies. If services are running between 3.30 p.m and 6.00 p.m, lessons will end at the normal time. We will not release students early, unless the bus and train companies advise us to do so.
- **Please complete the attached reply slip to indicate a contingency plan for your daughter/son which can be used if the Academy closes early.** It could be to go to a friend's home, closer to the Academy, and to ring you from there, if they have not been able to contact you on a mobile. In the case of a long walk from a bus stop or train station, it could be to wait at a friend's house, close to the stop, or at a train station.

If there are special reasons for you to take your daughter/son home early, parents/carers should contact the individual College. We will arrange for her/him to meet a parent or carer at Reception, any student leaving before the end of the Academy day must sign out. If the weather is so severe that the Academy does have to close early, students will be given the opportunity to phone parents and parents will get confirmation from a member of the College staff that the Academy is closing early. We will provide a warm room where students can wait if they are being collected by parents. The Academy will remain open until all students have been able to travel home, or have been able to find local accommodation.

Yours faithfully



Julia Collins  
Academy Principal

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**THE LEIGH ACADEMY**

Please complete the attached reply slip and send back to your daughter/son's College Admin by Friday 8<sup>th</sup> December 2017.

**Contingency Plan for:**

Student's Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

If The Leigh Academy has to close early due to severe weather my daughter/son will contact the first named contact on Bromcom to obtain permission to leave the Academy site.

Make their own way home

OR

If I am unable to collect my child I agree that she/he will go to a friend's or relative's house

Name of friend /relative: \_\_\_\_\_

Contact number: \_\_\_\_\_

OR

Other, please specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer