

1st December 2017

Dear Parent / Carer,

Extreme Weather / Emergency School Closure Procedures

As we move towards the colder winter period, I am writing to you in advance to inform you of how we will deal with any disruption caused by adverse weather. Please take time to read this letter carefully and keep it for future reference. I appreciate how difficult it can be to have to put in place emergency child care arrangements and I would like to thank you in advance for your support and understanding, should we encounter any extreme conditions.

Enforced closure prior to start of school day

In the event of snow, or other emergency prior to opening, the school may need to remain closed because of transport and safety concerns for pupils and staff. Please can I clarify the following with you; in this instance announcements will be made on the GTS website, the School's Facebook page, Twitter, Heart FM and Radio Devon as early as possible to help parents and carers make arrangements should they need to do so. Devon County Council will also be informed and will include the name of the school in their school closure list for that day. Please be assured that the Chair of Governors / Headteacher will never take the decision to close the school unless it is absolutely necessary.

Please note that if the school does not open, there will be no staff on site.

Emergency closure during school day

In the event of extreme weather, or any emergency during the school day, I request that you observe the following guidelines:

- Please **do not** phone the school to ask if it is open as it will block the phone lines and prevent us facilitating the safe closure of the school. This information will be available on the website and updated regularly.
- Parentmail, Twitter and Facebook messages will be sent if the school needs to close early.
- GTS will do everything we can to ensure all scheduled examinations take place. Please **do not** call the school. Information will be posted on the GTS website and sent through Parentmail, Twitter and Facebook.
- Please have a contingency child care plan in place. Be mindful of weather forecasts.
- If other local schools are closing or remaining open, do not assume that we will be doing the same.

Headteacher: Tracey Amos BEd (Hons)
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Occasionally, we are informed by the school bus companies that they will need to collect the pupils before the close of the school day. We get limited notice, usually 45mins - 1hour. This does mean that it is impossible for us to contact every parent and inform them. Information regarding early departures of the buses will be posted on the GTS website and Facebook with the departure time of the bus.

In the event of an early closure, we want to be certain that every pupil we send home will be safe, whether they take a bus or walk. If you do not wish for GTS to send your child home before 3.10pm, as this would result in them being put at risk, please complete the form via Parentmail / reply slip below and ask your child to return it to reception or electronically by **8th December 2017**.

If you have not returned the slip below, we will assume that you have given permission for your child to leave school without any further contact, should the school close. Please note this information will be updated annually.

Yours faithfully,



Mr A Bloodworth
Assistant Head

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Please return slip to Reception Extreme Weather / Emergency School Closure procedures

I request that my child/ren _____ tutor group _____ year group _____
is not sent home before 3.10pm, in the event of GTS having to close the school early.

I accept full responsibility to collect my child at 3:10 pm.

Signature Date

My child travels to school by:

- School Bus Public Service Bus (Stagecoach) Walk Car/Taxi