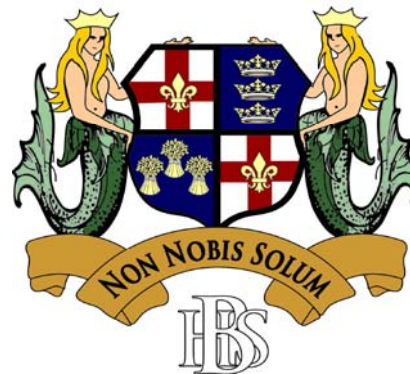


**Boston High School**  
a member of the  
**Boston Grammar Schools Federation**

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JH/wjb

15<sup>th</sup> October 2011

Dear Parent/Carer

This letter sets out how the school will respond should we experience extreme weather conditions that make it necessary to close.

I would start by stressing that all parents, pupils and colleagues should work on the assumption that closure of the school will take place, during such periods, as a last resort only and that unless we advise otherwise, the school remains open.

Accordingly, during periods of extreme weather, the home page of our website, [www.bostonhighschool.co.uk](http://www.bostonhighschool.co.uk), will state that 'Boston High School remains open, despite the current extreme weather conditions' – unless it is deemed necessary to close the school.

Should closure of the school be announced, information will be made available via our website and, where possible, via email to those parents who are registered on Parentmail. It will also be communicated to Lincs FM and BBC Radio Lincolnshire. Those who telephone the School Office will receive a recorded message advising them that the school is closed and to access the website, or their Parentmailed communication, for further details.

There are three scenarios that we must plan for:

- 1. Weather conditions make it impossible to open and this is evident before 7.00am.** In this eventuality, the website will be updated no later than 7.00am on the morning in question with a message advising that the school will be closed. We will contact transport providers, Lincs FM and BBC Radio Lincolnshire. Please check the website in the morning before making the journey to school if you are aware that extreme weather is forecast, even if your own area appears unaffected; often weather conditions are localised. Where the school does not open for the morning session, it will remain closed for the afternoon session even if weather conditions have eased by then.
- 2. Weather conditions become unexpectedly adverse after 7.00am and during the period when pupils and colleagues are travelling to school.** In these circumstances, it can become evident that we shall need to close the school and make an announcement to this effect. Localised weather conditions can change rapidly and forecasts are not always reliable. Bus companies may inform us that they will not run services, and we will want to minimise the number of pupils who are on site and who may not be able to be transported home again without considerable delay. Should weather conditions worsen as you travel, please tune in to Lincs FM or BBC Radio Lincolnshire. Pupils with mobile telephones offering access to the internet should check our website periodically for updates. Pupils already on site will be supervised until the end of the normal school day, unless the school has been given prior, written, permission to release

them in such an eventuality. Your child will only be released earlier than your written authorisation allows in the event that you are able to collect her/him in person.

- 3. Extreme weather conditions force us to close after pupils are on site and the school day has begun.** This is the most difficult scenario; we are often required to send a substantial proportion of pupils home because the bus companies advise that they will collect children early owing to their concern over the safety of travel given actual or forecast weather conditions. In such circumstances, I shall have to take a view as to whether to close the school, or whether to remain open, allowing those taking the bus to depart but providing such an education as circumstances permit to the remainder of the pupil body for the rest of the school day. Should closure be necessary, we will – again – communicate via the website, Parentmail and the local radio stations. Pupils will assemble with their Form Tutors before being dismissed (or supervised, in cases where parental authority for them to leave the site has been withheld). Pupils remaining on site will be supervised until the end of the normal school day, unless the school has been given prior, written, permission to release them in such an eventuality. Your child will only be released earlier than your written authorisation allows in the event that you are able to collect her/him in person.

I would add that, however difficult or prolonged a period of extreme weather might be, we shall always review decisions about closure on a day-to-day basis. Should forecasts suggest that public examinations may be disrupted we will work on contingency plans and communicate those to the pupils who might be affected as quickly as possible, so as to minimise avoidable anxiety.

We must have up-to-date information as to parental permissions in the event of scenarios two and three coming to pass. Please ensure that your daughter/son returns the reply slip below no later than Friday 21<sup>st</sup> October. Where a reply slip is not returned, we will assume that you wish your daughter/son to be supervised in school until the end of the school day and that you understand that the school will cease to supervise her/him from 3.25pm.

Yours sincerely



Dr J Howard  
Headteacher

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**Name of child**

**Year**

**Form**

**Please circle the relevant statement and return to the School Office by Friday, 21<sup>st</sup> October 2011**

My daughter/son travels to school by bus and I agree that the school releases her/him before the end of the school day should the bus company decide to collect pupils earlier than usual.

My daughter/son gets her/his own way to school. In the event that the school has to close before the end of the day, I agree that the school will release her/him without prior notification.

In the event that the school has to close before the end of the day, I will collect my child, who will be supervised in the Hall, by the end of the day.