

# Tomlinscote School & Sixth Form College



*A Specialist Language College*

24<sup>th</sup> January 2019

Dear Parents and Carers,

## **Tomlinscote School – School Closure Procedures**

At this time of the year, we would like to remind everyone of our procedures in the event of a school closure. We will take every practical step to maintain school in the event of difficult weather conditions or possible failure of facilities such as heating systems. However, there will be occasions when the Health and Safety of staff and students is at risk. In this case, the school will reluctantly close for some, or all, students. The following is intended as guidance to families. We will endeavour to keep families fully involved of the ongoing situation but we ask for understanding at what will inevitably be a particularly busy time.

### (a) A decision to close before school

Once a decision is made to close the school, this will be passed on to the following radio stations:  
**96.4 Eagle FM and BBC Radio Surrey.**

We will update the school website ([www.tomlinscoteschool.com](http://www.tomlinscoteschool.com)), send an email to parents and put out a message on Twitter (@TomlinscoteSch).

### (b) A decision to close the school during the school day and sending students home

When a closure is being considered, the school will conduct a risk assessment to determine whether it is safer for the students to remain at school or be sent home. If students are sent home, it will not be possible for the school to telephone families, although students will be able to contact home if they need to. We will inform parents through email, Twitter and an update on the website.

Please click on the link below and let us know what course of action you would like your son/daughter to take if we need to close the school during the school day. It would be very helpful if you would discuss this preference with your son/daughter. Hopefully, we will not need to close during the day!

[School Closure Procedures - parental consent](#)

Thank you for your co-operation in this matter.

Yours sincerely

Mr R Major  
Interim Principal



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