

27<sup>th</sup> February 2018



St Anne's  
Catholic School  
&  
6<sup>th</sup> Form  
College

Dear Parent

### School Closure Process

The Met Office has advised us that there is a yellow warning for snow on Wednesday 28<sup>th</sup> February 2018 and Thursday 1<sup>st</sup> March 2018 for the region. For this reason, we are contacting families as a reminder of how we plan to communicate with you in the event that we need to close the school.

The intention is always to keep the school open unless there is no other option. We have the option of keeping the school fully open, partially closing the school (where we close the school to some pupils but keep it open for others) or fully closing the school.

In the event of a decision to close the school partially or fully, we will communicate with the school community in a number of ways:

- We will send an email message to all email addresses we hold for those with parental responsibility.
- We will send a text message to all mobile phone numbers we hold for those with parental responsibility.
- We will update the front page of our school website: [www.st-annes.uk.com](http://www.st-annes.uk.com)
- We will inform Southampton City Council who will communicate it via their website: <https://www.southampton.gov.uk/schools-learning/school-closures/>
- We will update our school reception answer machine message: School reception number: 02380 328200
- We will update our school social media accounts on Facebook, Twitter and Instagram: search for StAnnesUK

Unless it is communicated through these channels, please assume the school remains fully open to all pupils and as long as it is safe to do so, we expect all pupils to attend school.

In the event of worsening conditions during the school day, we have the option of closing the school early to ensure that pupils and staff can travel home as safely as possible. If we choose to make this decision, we may need to make it quickly. To that end, we will do the following:

1. Communicate that the school is closing as above.
2. Dismiss all pupils **who walk home** immediately after checking they feel safe to get home.
3. Ensure relevant public transport services are running and then, **for those who use that public transport**, dismiss immediately.
4. Support the remaining pupils in contacting home and agreeing the best way forward in terms of safe transport home.

St Anne's Catholic School, a charitable company limited by guarantee.  
Registered in England and Wales, company number 08135868.  
Registered Office: Carlton Road, Southampton, Hampshire SO15 2WZ  
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E-mail: [info@st-annes.uk.com](mailto:info@st-annes.uk.com) Web: [www.st-annes.uk.com](http://www.st-annes.uk.com)

Executive Headteacher Miss L M Bourne BEd(Hons), MEd, NPQH  
Head of School Mr J E J Rouse BSc(Hons), NPQSL, PQSI



We will remind all pupils that if they start travelling home but begin to feel unsafe, they are to return to school to replan their route and to contact home. **If your daughter walks home or catches public transport but you would rather she does not leave the school site until contact with home is made, please contact your daughter's Head of Year to let us know as soon as possible and include the best way of contacting you in that circumstance.**

On the way to and from school, pupils should wear suitable outer clothing in the likely event of adverse weather, such as suitable coats, wellingtons or walking boots. Please ensure she brings her school shoes to change into once she has arrived at school.

If you are concerned that your contact details are not up to date, please can you complete the form below and return it as a matter of urgency. If you have not received an email from us during February, we do not currently hold a valid email address for you.

If you have any other questions or concerns about this process, please contact your daughter's Head of Year in the first instance.

Yours sincerely,



**James Rouse**  
**Head of School**

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### Contact Information

Please complete this form and return to pupil's form tutor.

Student name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Mobile telephone number: \_\_\_\_\_

Work telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_