



# THE BURGESS HILL ACADEMY

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Principal: Mr Jon Francies

Our Ref JFS/ESD

17 December 2020

Dear Parents

## Emergency Planning

I would like to outline the full procedures should the academy need to be closed either outside or during normal school hours. During adverse weather conditions, please assume the academy is open unless advised otherwise and information will be provided from 7 a.m. as follows:

### Closure outside of normal school hours

- On the following radio stations BBC Sussex 104.5, 104.8 and 95.3 FM, More Radio 106-108FM Burgess Hill Community Radio 103.8 FM
- On the academy website [www.theburgesshillacademy.org.uk](http://www.theburgesshillacademy.org.uk)
- A message via Studbybugs
- On Twitter @PrincipalTBHA

If the academy is closed for students and staff, it is unlikely that the academy phone system will be operated, therefore could we please ask parents not to contact the academy by phone in these circumstances.

Children, who fail to attend, when the academy is officially open, will be registered as having an unauthorised absence.

Work for students will be available using ClassCharts for all students. Students without computer access should use the time for revision.

### Closure during normal school hours

The Principal will announce the closure to all staff and students. Information will be provided to a wider audience e.g. parent, local community by similar means as those outlined above. The procedure for students will be:

- All students will remain in/at the academy until released by a member of staff.
- All students will be permitted to walk or make their own way home if they can confirm to us that they have a safe, warm place to go and the weather conditions are suitable for the journey.
- All students will be expected to have left the academy by the normal end of the school day (3pm) unless they themselves have raised concerns or their parents have contacted the academy to express a concern.

Yours sincerely

Jon Francies  
Principal

