

Dear Parents and Carers,

The Met office has warned there is the risk of snow within the next few weeks. I wanted to write to remind you of our extreme weather procedure, and how remote education would be delivered in the event of full or partial closure due to significant snow/ice.

In the event of extreme weather, decisions will be made about the safety of the site as soon as is possible. Please assume that the school is open as usual unless you receive communication otherwise.

Should there be significant snow or ice, I will work with my site and leadership teams to decide whether the school site is safe to open, or whether a full or partial closure is necessary, we will aim to do this by 7.30am on the day.

We will then share this decision with you via the website, e-mail and text message. Where possible we will endeavour to make the decisions earlier.

In the event of extreme weather during the school day, we will continually assess the site and transport/road issues in the local area and make any potential decisions around emergency closure as soon as possible.

Please know that any decision to fully or partially close will be a last resort, and made in the interests of the safety of all in our community.

Setting work during school closure

Should the school be forced to close due to extreme weather, students will be able to access their learning via Class Charts, where their teachers will set work for them to complete. Please allow teachers up to 9.30am to set work, as they may themselves be managing their own children's schools being closed.

What to do if you are unable to access Class Charts

If your child is unable to login into Class Charts, or is unsure of their password then parents may request their child's login details by emailing our ICT team at: RemoteSupport@brightonacademiestrust.org.uk

In your email:

- **Please use the email address that is registered with the school as your email address for parental/carer contact.**
- Please state the full name of the student who you wish to reset the password of.
- An ICT technician will then respond to you with a password reset as soon as possible.
- If you have any difficulty doing this, your child's head of year will be contactable by e-mail to support.

Please note they may not be reachable by telephone if the school site is closed.

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Whilst we hold emergency closure details for most students, I would request that you complete this link if you do not wish your child to be dismissed in the event of an emergency closure due to poor weather, ensuring the information we hold is accurate: [here](#)

I am hopeful that the extreme weather does not materialise and the school can continue to operate as normal.

Yours sincerely,



Simon Addison
Principal

