



GATEWAYS SCHOOL

Harewood, Leeds LS17 9LE
Tel: 0113 2886345 Fax: 0113 288 6148
Email: gateways@gatewayschool.co.uk

Dear Parent

CLOSURE OF SCHOOL OR CHANGES TO THE SCHOOL DAY DUE TO ADVERSE WEATHER

In the event of adverse weather conditions, our default position is to remain open as normal. School will only close if the incident concerned creates a risk to the safety of the pupils either because of a supervision issue or if the school campus is deemed to be unsafe. If parents and staff feel it is not safe to travel early in the day, students and staff may arrive at school later, when conditions have improved, or remain at home. The decision on whether to travel is yours.

If school is open and worsening conditions lead you to decide that individual pupils need to leave school early, please note that we can only for safety reasons allow pupils to leave the school grounds if they are collected in person by their own parents or by a nominated adult. It is important that each pupil and the school are aware of the arrangements made on behalf of an individual under such circumstances. Hence if you would like your child to travel home with another responsible adult, it is essential that this is recorded in school. Any information held for this purpose will be deleted at the end of spring term 2019.

Please could you e-mail jo.gent@gatewayschool.co.uk with name of your Nominated Responsible Adult by Friday 30th November.

Attached is the School Closure Procedure which sets out details of how we will communicate with parents and staff during any adverse weather conditions. May I take this opportunity to remind you that it is important you notify us of any change of e-mail address or mobile phone number so our records are up to date. May I also encourage you to download the free Schoolcomms App which can deliver any emergency text messages we send out. I would encourage you to download and set up this App.

Please keep these details somewhere safe for future reference.

Yours sincerely

Karen Titman
Deputy Head



School Closure Procedure

This document sets out, as far as it is possible to do so, the procedure the school will follow in the event of any incident which necessitates the closure of the school. School will only close if the incident concerned creates a risk to the safety of the pupils either because of a supervision issue or if the school campus is deemed to be unsafe. Parents and staff will be contacted via the prime emergency contact numbers held by the school and they are therefore requested to ensure that these numbers are kept up to date.

Overnight incidents

It is our intention to always remain open and provide supervision of pupils. This includes accommodating a later start to the school day. Updates on our status will be made on the home page of the school website (www.gatewayschool.co.uk) by 7am. A Schoolcomms text message will also be sent to all prime emergency contact numbers by 7am.

Work will be sent to all pupils via Office 365 e-mail to pupils in High School and Schoolcomms for pupils in the Prep School. The work set will mirror the timetable for that day.

Daytime incidents

Should an incident occur during the course of the school day which necessitates the closure of the school, then a Schoolcomms text message advising this will be sent to all prime emergency contact numbers. However, the following caveats will apply:

- All parents arriving to collect their child should check in at the School Reception and will be asked to wait until their child joins them there;
- no pupil will be allowed to leave the school premises unless parents have organised and authorised their journey home;
- Pupils may travel home with another authorised adult by prearrangement with the school;
- All pupils leaving school during the day must sign out in the School Reception. Staff must seek permission from the Headmistress to leave early and must also sign out at the School Reception;
- In the event of pupils still being at school after 4:00pm supervision will be provided;

Bad weather advice

If parents become concerned about weather conditions in respect of travelling to and from school later in the day and as a result, wish to collect their child early, then they must request permission from the School to do so by contacting the School Reception. Bullet points 1-4 above then apply.