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Principal

Registered in England
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18 November 2024

Dear Parents/Carers

Protocol in case of unplanned closure/inclement weather

I write to inform families who joined us this academic year (and to remind others) of our protocols should the academy need to close due to inclement weather or for any other reason.

In the event of an unplanned closure, we will:

- send a message to all parents/carers via ***Edulink*** by **7.45am** at the latest on the morning of closure;

- post a notice on the school's homepage at **www.houltonschool.org.uk**;

- update our main social media channels of X (formerly Twitter), Facebook and Instagram;

- notify the Local Authority closure line (in the case of inclement weather, with more than 300 schools in Warwickshire, this service may not be updated as quickly as other channels). Warwickshire School Closures can be found online here: **https://apps.warwickshire.gov.uk/SchoolClosures/rss/feed.html**

- try to alert **BBC CWR** and **Capital FM Rugby** via the Local Authority as soon as possible

Will remote learning be available in the event of a school closure?

- **Day One:** In the event of an unplanned, emergency closure, pupils should check ***Edulink*** and complete any outstanding homework on the first day of closure. If this is due to freshly fallen snow, this gives families an opportunity to enjoy some time in the snow together and teachers the opportunity to adapt learning and be ready for learning online.

- **Day Two onwards:** Should the academy be closed for more than one day consecutively, work will be provided from the second day of closure via ***Google Classroom***, including live learning where appropriate. Pupils should ensure they are able to access their school Google Account (where they access their emails).

Thank you, as always, for your continued support.

Your faithfully

Michael McCulley
Principal