

Our ref DPS/JMH

October 2015

Outwood Academy Valley

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Regional Chief Executive: Mrs J Slater

Associate Executive Principal: Dr P Smith

Emergency School Closure Procedure

In the unfortunate event that the academy has to close part way through the day, we feel it imperative to put in place a process that will allow all our students to leave the academy as quickly and safely as possible.

To do this we need your help, and wish to share the procedure with you. Please sign the consent form by ticking the box that you and your son/daughter feel most comfortable with.

Order of Procedure

1. Emergency closure announced to staff.
2. All students and staff return to their VMG room.
3. Text message sent home to parents from the academy to inform them of the closure.
4. Students with consent to walk home will be dismissed from the academy immediately by their tutor.
5. Telephone calls will be made to parents who have requested prior contact.

If you decide you would like to speak to a member of staff first, please bear in mind, that there may be a considerable amount of phone calls that have to be made to parents and this will take some time. We would ask that you do not try and contact the academy yourself as that will slow the process down.

If the academy has to remain closed for subsequent days we will communicate this information to parents via; text message, Trax FM, Twitter and the academy website.

Can you please discuss this procedure with your son/daughter and consider your options carefully before returning the reply slip attached.

Yours faithfully



Dr P Smith

Associate Executive Principal

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Reply Slip – Please return to student reception

- I give permission for my son/daughter to leave the academy as soon as soon as a text message has been sent to parents advising that the academy is closing.

- I would like to speak to a member of staff before my son/daughter is given permission to leave the academy following receipt of a text message announcing school closure. I understand that if my son/daughter travels on an academy bus that I will need to make necessary arrangements to collect them from the academy.

Student's name: _____

VMG: _____

Signed: _____ Parent/Carer

Date: _____