



Dear Parent/Carer

**In the event of an emergency academy closure during the day**

The Academy will make every effort to remain open whenever possible however, it may be necessary, in exceptional circumstances, to close the Academy.

Such eventualities might be:

- Very poor weather conditions
- No heating/electricity/water supply
- Medical epidemic

There may also be other incidents which the Headteacher and Governors consider would endanger the Health and Safety of staff and students. The decision to close the Academy either before or during the School Day will be made by the Headteacher.

If the Academy is forced to close, parents/carers will be contacted via text message and a notification placed on the home page of the Academy website.

In the event of being forced to close without having given prior warning, the Local Authority will also be notified.

Whilst we hope it never happens, it is inevitable that there may be an occasion when pupils have to be sent home early en masse from the Academy. In cases such as this, we cannot inform you in advance and would therefore like you to consider your "Plan B". It would be our intention to try and contact parents directly. Pupils will always be allowed to stay at the Academy until they can be collected or looked after.

Please complete and return the slip below to the Support Services Office (along with any changes you need to make to your child's data). Could you also make sure that your child is aware of the instructions that you have given us.

Noel-Baker Academy

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Please return this slip to the Academy

**Student Name** \_\_\_\_\_ **Form** \_\_\_\_\_

Green  I give permission for my Child to leave the Academy site. I have made arrangements to ensure their safety and wellbeing.

Yellow  I give permission for my child to leave the Academy with a friend or to go to a relative's home (please give details below)

Red  I do not give permission for my child to leave the Academy until I arrive. I will arrange for them to be collected within 30 minutes.

Parent/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_