

**Houlton School**  
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**Michael McCulley**  
Principal

Registered in England  
Company number 07515832

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Dear Parents/Carers

### **Protocol in case of unplanned closure due to inclement weather**

You may have noticed from the weather forecast that there may be heavy snow in Rugby towards the end of this week. Therefore, I write to remind you of our protocols should the academy need to close due to inclement weather.

#### **In the event of an unplanned closure, we will:**

- send a message to all parents/carers via **Edulink** by **7.45am** on the morning of closure;
- post an inclement weather notice on the school's homepage at [www.houltonschool.org.uk](http://www.houltonschool.org.uk);
- update our main social media channels of Twitter, Facebook and Instagram;
- notify the Local Authority closure line (on busy mornings 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, 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).

The Principal and Senior Site Services Officer will assess our campus, and our capacity to ensure it is safe for pupils each morning during the forecast snowfall; we will let you know as soon as possible if we are not able to accept pupils on site.

Thank you, as always, for your continued support.

Your faithfully



**Michael McCulley**  
Principal