

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

I write to remind you 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** 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 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, 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).

In the event of inclement weather, the Principal and Senior Site Services Officer will assess our campus, and our capacity to ensure it is safe for pupils each morning; 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