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Website: [www.torview.org](http://www.torview.org)

Trust CEO and Executive Principal: Ms A Y Holdsworth  
Headteacher: Mrs L Parrish



20<sup>th</sup> November 2019

Dear Parent/Carer,

### School Arrangements for Adverse Weather Conditions

Tor View School will endeavour to open as usual during adverse weather, however there may be circumstances when it is not safe to open, in which case we would ask that you carefully note the information below.

### Closure Details

If you are in any doubt if school is open, please refrain from telephoning school as the lines may be extremely busy. Instead, please check the following options which we aim to update by 8am at the latest:

- ☼ Our website [www.torview.org](http://www.torview.org) (continually updated through the day)
- ☼ Facebook and Twitter
- ☼ BBC Radio Lancashire 103.9, 95.5 & DAB Digital Radio or [www.bbc.co.uk/lancashire](http://www.bbc.co.uk/lancashire)
- ☼ [www.lancashire.gov.uk/education/school\\_closures](http://www.lancashire.gov.uk/education/school_closures)
- ☼ Text message (please download the Groupcall app from the website)

### Transport

- **If the decision is made to not open school in the morning** your child's transport operator will be notified so that they do not pick up your child. If you have any queries, please check with your bus operator or escort in the first instance: the number for transport is 01282 831858.
- **If school is open during bad weather**, your child's bus may still not operate. This will be a local authority decision (based on their knowledge of bus routes and local weather conditions). You may decide to bring your child into school yourself and in these circumstances you will be responsible for collecting your child at the end of the day, or during the day if school closes early.
- If you usually transport your child into school yourself then you will be responsible for collecting your child at the end of the day or, should the school need to close early, during the day itself.

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### School Closure

- If a decision is made to close school early due to adverse weather, we will send a text message via Groupcall to inform you of the closure. We will ask that you respond to this text and confirm that there will be someone at home to receive your child. If we are unable to make contact either by text, telephone or contacting the other emergency contacts you have provided then your child will remain at school for you to collect.
- If you have to send another person to collect your child from school please make sure that they have the password which you have already provided to school, we will be unable to release your child into someone else's care without this. If you have not already provided a password please can you write one in your child's home-school diary or contact the school office 01706 214640.
- If you chose to collect your child from school early due to bad weather please ensure that you inform transport (if applicable) and school of your decision.

### Contact Details

Should the school be open during adverse weather conditions, parents/carers will need to be contactable throughout the day. Please therefore ensure that the school holds the correct details for **at least 3 points of contact**. If any of this information has recently changed, please ensure that you update the office team immediately. This can be done via a note in your child's home-school diary, or contact the office team (Telephone: 01706 214640).

Thank you for your support!

Kind regards,



Mrs L A Parrish  
Headteacher

