



**Brentwood Ursuline**

**Convent High School**

Dear Parent/Carer(s)

October 2021

### **INFORMATION IN THE EVENT OF A BAD WEATHER/EMERGENCY CLOSURE**

I am writing to remind you of our procedures for closing the school if the need arises. The policy regarding closure for severe weather is as follows:

- There will be a notice posted on the school website: <http://www.brentwoodursuline.co.uk>
- We will also update the Essex County Council website with the latest information (see further details below). The ECC website address is:  
<http://www.essex.gov.uk/Education-Schools/Schools/Dates/Pages/Emergency-School-Closures.aspx>

**Unless school closure is publicised on these websites you may assume that the school remains open.** In addition we will aim to send out an email from BUCHS 'donotreply' user but the websites are the primary method of notification.

In the past when bad weather has occurred during the school day, it has been necessary very occasionally to close the school early in order for students to get home safely. Should this happen, we will again broadcast a message on the school website and Essex County Council website. Please ensure that your daughter/son knows where family members will be should this situation arise. They need to know whether they should go home, to a neighbour or relative if you both work etc.

Students travelling on contract buses will follow the normal pattern unless we are able to arrange an earlier pick-up time with the coach companies. The students will be supervised in school and will travel on the contract buses unless you have made other arrangements through the school.

We will do everything in our power to ensure the safety of all our students, but it is ultimately the responsibility of parents to make contingency plans to ensure their safe return home. Parents may decide not to send their children to school if the conditions are serious and the forecast is for more snow.

In the case of an extended severe weather closure students should access work set by their teachers via the school Office365 system – Teams Assignments.

Finally please ensure that we are notified promptly of any changes to your contact details including email addresses and that mobile telephone information is up-to-date on ParentPay®.

Yours sincerely

**Dr R. J. Wilkin, Headteacher**

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### **Essex County Council School Closure website page – Further Information**

Essex County Council has an online notification system to keep parents up-to-date about unplanned school closures. The system has been introduced by Essex County Council to allow parents and guardians to access information about school closures faster and more effectively via the internet.

BUCHS (and all Essex schools) will be able to complete a simple reporting process either on the day of the closure or the day before. Once completed, a notification will then be added to a live feed on the emergency school closures page on the council's website: <http://www.essex.gov.uk/Education-Schools/Schools/Dates/Pages/Emergency-School-Closures.aspx>

This feed will continue to update as notifications of school closures are received. The page will refresh at 6pm each evening and closure lists for the next day will then go live.

The ECC online notification system has been developed to keep parents informed. This is the best place for parents and guardians to access information as it will provide a definitive list of any closures. ECC hope radio stations will also continue to support us by announcing closures on air and on their websites but, as we have no control over this content, the council webpage should be considered the first port of call.