

## What you need to know about School Closure

If extreme weather sets in and we decide to close the school after the children have arrived, we will place messages on the website and on local radio.

**If we announce School Closure, it does not mean that your child is immediately free to leave the site.**

### **What to do**

When school closure has been announced, **we need to hear from you** if your child is to leave our care. You can:

- Email your permission for your child to leave to [secretary@penryn-college.cornwall.sch.uk](mailto:secretary@penryn-college.cornwall.sch.uk) giving your child's name and tutor group and with details of how they are to get home.
- Let us know by email that you are on your way to collect your child and your likely time of arrival so that they can wait for you in Reception.
- Tell us by email if a family friend or neighbour is collecting your child; we will not allow students to go with other adults without permission
- Texts to your child's phone will only be accepted in exceptional circumstances.

Once we have heard from you:

- We let students leave one at a time once we have checked we have heard from you – this will take a little time but we have a dedicated team to get this done as quickly as possible
- We keep a record of the time every student leaves the site

**Don't worry: we will look after all students in school until they can safely get home, even if this is after the end of the school day. Their safety is our priority.**

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School will be always be open the next day unless we post new closure messages on the school website and broadcast on local radio.

If the weather forecast is looking particularly bad, please talk to your child about possible arrangements in advance, so they know what to expect.