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Headteacher Mr. David Bailey

21<sup>st</sup> January 2019

Dear Parent, Guardian

I wish to inform you of how we will communicate with you in the event that Central Academy is closed due to:

- a) Severe weather
- b) Any other serious incident affecting our school

#### **Severe Weather**

While we are associated with Birmingham City Council School services, their decision to close all Maintained Schools in the event of severe weather **does not** include Schools with Academy status such as Central Academy. As Headteacher I will be guided by what is happening with other local schools but ultimately I will make the decision to close Central Academy in isolation and only if I feel it is necessary, based upon the information I have, with the Health and Safety of our pupils, staff and commuting parents pivotal to my decision. If I do take the decision to close our school, I will endeavour to do so with as much notice as possible so that you, as parents and carers, can make alternative plans for your children.

#### **Any other reason for the closure of Central Academy**

There may be another reason I have to take the decision to close school to pupils. Of course, we will always remain agile and try our best to keep school open so that our children do not miss out on learning opportunities. I will consider carefully before taking a decision to close school and I will try to give as much notice as possible.

School staff will communicate my decision to close Central Academy in several ways:

- a) You will receive a text any time from 6am onwards to the primary mobile number stored on our school records. Please ensure we have two up to date emergency contact numbers by sending a note with your child or emailing [enquiries@corecentral.academy](mailto:enquiries@corecentral.academy) stating your name, your child's name and year group together with your new contact details.
- b) A message will be added to our website and Twitter account. Please note our website [www.corecentral.academy](http://www.corecentral.academy)
- c) In the event of severe weather conditions, school will contact BBC Radio West Midlands and Free Radio to add Central Academy to their list of school closures
- d) We will update our telephone system with an automated message advising the school closure as soon as reasonably practical

I do hope the above information is clear but should you require any clarification on the steps for school closure, please feel free to contact our main telephone line 0121 729 7160.

Yours sincerely

David Bailey  
Headteacher

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