

January 2017

Dear Parent / Carer

**Communicating School Closure**

Should a situation arise, making it necessary for the school to be closed all day, the decision will be made by **7.00am**. The Headteacher will inform radio stations (Heart, Reading 107 and BBC Radio Berkshire) once the decision is made. At the same time text and email messages will be sent via the Schoolcomms service. The School Website will also be up-dated.

Below is a list of local stations and their frequencies:

BBC Radio Berkshire	95.4 and 104.1 FM and DAB
Heart FM	97.0 and 102.9 FM
Reading 107 Jack FM	107 FM

At this time of year, there is always a possibility of weather conditions deteriorating during the school day. If the weather was to turn worse during the school day making it necessary for us to close the school early, we would dismiss your daughter if necessary. **We would notify you via the schoolcomm text and email service of the time she would be dismissed, and would expect her to make her way home as usual.** Please make sure we have your up-to-date mobile numbers and email addresses, in case we need to contact you. **A copy of the numbers we hold for you is attached, and should be returned with the reply slip below, either signed as accurate or amended as necessary.** On the reverse of this letter is the latest Privacy Notice.

**Schools will stay open if at all possible.** Parents and carers have the responsibility of getting students to and from school safely and need to decide if the journey is safe when severe weather affects transport and/or walking conditions. Please ensure your daughter is appropriately clothed for cold/wet/windy weather and that shoes/boots have good grip for icy conditions.

We hope that with these procedures in place, all parents will be notified of any school closure as soon as possible. Please return this slip by Thursday 12 January 2017.

Yours sincerely



**Mr L Gilbert  
Headteacher**

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**Return to SCHOOL OFFICE BY THURSDAY 12 JANUARY 2017**

In the event the school is forced to close early, I understand my daughter may be dismissed, and expected to make her way home as usual, and I would be notified by text and email.

- I confirm the details on the attached sheet are correct
- I have made amendments on the attached sheet

Student name.....tutor group.....

Parent/Carer signature.....date.....

## Privacy Notices:

### Information about pupils in schools, alternative provision, pupil referral units

#### Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Adviza Partnership who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Adviza Partnership by informing the schools Administration Manager. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website [www.beta.reading.gov.uk](http://www.beta.reading.gov.uk)

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at [www.beta.reading.gov.uk](http://www.beta.reading.gov.uk) or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact the school.