

5th January 2010

Dear Parents / Carers

Happy New Year to you all!

I am sure you are aware that more snow is now forecast for this area in the coming days. I think it is safe to assume that this seems likely to become a more common scenario that we have previously experienced and therefore it is important that we are all clear as to procedures.

In the event of snow, or indeed any closure of the school, it is I who makes the decision. Any decision taken to close the school is always taken in the morning and will be made by 7am.

If the decision is that I have to shut the school then the following procedures occur:

- A group call text is sent to all parents announcing the closure (please ensure we have your up to date mobile number)
- The answer phone message on the school number (01923 672964) is altered to inform you of the closure.
- The local radio station Mercury 96.6 and Three Counties Radio are informed and they will broadcast the closure
- The Herts direct website is updated to detail the closure (although when used before Christmas it was still listing us Francis Combe School and not Academy) www.hertsdirect.org.uk

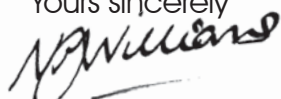
I have now put instructions out to all staff for them to explore alternative strategies to ensure they are able to reach the school site in the event of heavy snow, however, part of the decision I have to make is a calculation as whether I can safely open the school which by law, requires a minimum amount of staff to ensure adequate supervision of students. I also have to consider the safety of the site, or possibly have areas outside of the school cordoned off from students.

Importantly, work is now being uploaded onto our website for your son/daughter to access in the event of closure. This can be found by going onto our website: www.franciscombeacademy.org.uk and clicking on the 'News Updates and Home Study' button. In addition, Sam Learning can be accessed at www.samlearning.com using the following log on:

School ID WD25FC
Username Student's date of birth plus student's initials (eg 121094 NW)
Password Student's date of birth plus student's initials (as above DD MM YY XX)

In the event of a public examination students are still required to attend. Examination timetables have already been produced and students are aware of their forthcoming exams.

Yours sincerely



Nicky Williams
Principal