



Midhurst Rother College

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Part of United Learning

9 November 2016

Dear Parent/Carer

Procedures in the Event of College Closure 2016-17

I am writing to inform you of the College's procedures in the event of any closure due to inclement weather.

A number of factors are taken into account before any decision to close is made:

- Reports about the weather or any other conditions that might affect the safe opening and running of the College
- Availability of staff. If significant numbers of staff are unable to reach the College it is not safe to open
- Safety of students and staff in terms of making journeys to and from College, and also on site
- Availability of bus services

The key source of information if the College closes is its website:

<http://www.mrc-academy.org/>

The following headings hopefully address key areas of concern for students and their families.

Reporting Student Absence:

If the College is open and your child is unable to get in please notify any absence by 9.30am as follows:

- *either* by telephone and leave a message (call **01730 812451**)
- *or* by email (attendance@mrc-academy.org)

This request applies to **all** year groups (7-13).

Given that weather conditions are never uniform across the whole of the Rother Valley and the large geographical area we serve (approximately 500 hundred square miles) there will be times when the College might be open and circumstances in a particular locale make travel dangerous. If parents/carers decide this is the case can they please notify the College they are keeping their children at home using the contact information above.



Principal: Stuart Edwards

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e enquiries@mrc-academy.org

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Work for Students in the Case of Closure:

In the event of a College closure, work for students will be available via *Insight*. Students should log in with their normal College username and password. Parents should have received a login for *Insight* from the College. If you do not have login details for *Insight* please contact Mrs Gill Welsman (gill.welsman@mrc-academy.org) who will be happy to forward them to you.

A guide for using *Insight* is available on the College Website(<http://www.mrc-academy.org/Parents-and-Students/Insight>) . *Insight* can be accessed in three ways:

1. Via the College website using the *Insight* link in the top right of the main page.
2. Via the College website using the *Insight* link located under Parents & Students/*Insight* (<http://www.mrc-academy.org/Parents-and-Students/Insight>).
3. Access *Insight* direct by typing the site address into the address bar. The site address for *Insight* is: <https://insight.mrc-academy.org/INSIGHT/>

Students should also take the opportunity to revise topic work, utilising the resources already available through the subject areas on Moodle (<https://vle.mrc-academy.org/>). Students are able to logon to Moodle by using their usual College login details to access subject areas.

If you require further assistance with regard to the College's VLE (Moodle) or *Insight* please email Mrs Gill Welsman our VLE and *Insight* Co-ordinator (gill.welsman@mrc-academy.org).

Public/Internal Examinations:

Public exams will run as normally as possible even if the College closes. The past practice of all examination boards has been that if students miss a public exam they will be deemed absent and will **not** receive a grade for the relevant papers. The College is not allowed to vary the dates or timings of public examinations.

If a student misses an internal examination (for example, those in Year 11) they will be expected to take the exam at another time.

Information relating to public and internal examinations will be posted on the College website.

Bus information:

Information about bus routes when College is open and transport is disrupted will be posted on the website (<http://www.mrc-academy.org/>). All departures will run as timetabled unless a decision is made by any of the transport operators to the contrary. In times of extremely poor weather, buses are highly unlikely to run. Due to the complexity of transport arrangements a decision by a bus operator to cancel a service can occur during the course of a journey. ***We apologise in advance, but the College does not control transport decisions.***

Parent/Carer Contact Details:

Given that information about College closure is communicated by text and email (where we have addresses) parents/carers can update their email/mobile phone information by contacting enquiries@mrc-academy.org

In the email's subject line please include the following:

"Updated contact details for [student's first and second name] Year [year group]"

Parents can also change contact details via our *Insight* parent portal. If you do not have login details for *Insight* please contact Mrs Gill Welsman (gill.welsman@mrc-academy.org) who will be happy to forward them to you.

Information if College is Closed:

Parent and carers will be notified by text immediately after a decision to close/partially close College has been made. Given the early times that some students catch buses the intention is to try and make a decision by 6.45am however this cannot always be guaranteed.

Apart from the College website (<http://www.mrc-academy.org/>) information in the event of closure will also be available from the West Sussex County Council website at:

http://www.westsussex.gov.uk/living/emergencies/current_incidents/severe_weather_snw/school_information.aspx

If College is closed the following radio stations will be contacted and they should make an announcement:

BBC SUSSEX (for the whole county)
WAVE 105 FM (Fareham)
SPIRIT FM (Chichester)
JUICE 107 (Brighton)
BRIGHT FM/SPLASH FM (Horsham)
SOLENT (Chichester)
THE BREEZE (Haslemere/Southampton)

Past experience has shown that not all radio stations can cope with a large volume of closures and therefore they often post the information on their websites.

There will be circumstances when the decision to close is taken during the College day (for example, because of rapidly changing weather conditions). The College maintains contact with all transport providers; the usual protocol is that primary schools take precedence in the case of early closures. Parents/carers will be contacted by text if an early closure decision is taken. Information will then be posted on the College website about the procedure that will be followed in such a case. ***Supervision will always be in place for students who need to remain in College for lack of transport.***

Clothing and Footwear:

If College is open and the weather is extremely poor, students will **not** be punished if they make sensible decisions to wear items appropriate to the conditions. Warmth and safety are primary considerations.

I hope this information clarifies the approach the College will take if a closure is necessary.

Yours sincerely



Mr Stuart Edwards
Principal