



**Trinity School**

A Church of England  
Academy

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Sheila Johnston and Derek Kay  
Co-Headteachers

19 February 2018

Dear Parent/Carer

**Re: School Closure During the School Day**

The procedures for school closure due to adverse weather were outlined in the February newsletter and are available on the school website. On very rare occasions there may be a need to close the school *during* the school day, due to either adverse weather or other issues related to main services such as water and electricity. School closure is a difficult decision to take and a very last resort; the default position will always be to remain open if possible. However, in circumstances where the site is judged to be unsafe, or if we have insufficient staff in school to safeguard students a full or partial closure may need to take place.

A closure during the school day presents practical difficulties as there is a need to ensure parental permission is in place for your child to be sent home before the end of the school day. *The agreed school procedure for early release is:*

- **Years 7, 8 and 9** will only be released early if permission has been established on the day with the parent or carer. If no permission is granted students will remain in school until collected by parents or until the end of the school day.
- **Years 10 and 11, and Sixth Form**, advance parental permission for the early release of this group of students is acceptable. Could you please complete the slip below to either grant permission for early release during a school closure or to opt for your child to remain in school either until collected, or until the end of the school day. Students for whom no form is returned will be kept in school also.

Should there be the need to implement a closure a text message will be sent via SchoolComms so that you are aware that the early release has taken place. Please can you ensure that your school contact details are up to date, any changes should be emailed to [jhn@trinity.cumbria.sch.uk](mailto:jhn@trinity.cumbria.sch.uk).

Yours faithfully

K Rosary (Mrs)  
**Business Manager**

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**Reply Slip:** Please return to Main Reception.

**School Closure During the School Day - Years 10, 11 and Sixth Form**

Student Name: ..... Form: .....

\*I **agree** that my son/daughter can be released from school early in the event of a school closure during the school day.

\*I **do not agree** that my son/daughter can be released from school early in the event of a school closure during the school day.

Name of Parent: .....

Parental Signature: ..... Date: .....

\*Please indicate