



## **SCHOOL CLOSURE POLICY**

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<b>Date Policy Reviewed:</b>	18 March 2025
<b>Date of Next Review:</b>	17 March 2026
<b>Person(s) Responsible for Review:</b>	SLT (Head)

There are certain circumstances which are outside the control of the school which will prevent the school from opening such as fire, flooding, adverse weather conditions, heating failure or other exceptional circumstances. In these events the following procedure should be followed.

The Site Manager or another member of staff, may be the first person to be aware of a particular circumstance affecting the school, and should contact either the Head or the Director of Finance and Operations (DFO) immediately they become aware of the particular circumstance.

As soon as the Head, Deputy Heads, Head of Pre-Prep and DFO (SET) become aware of this situation a particular course of action will be agreed upon, which may include the temporary closure of the school. Once a decision has been taken to close the school this should be communicated to the wider school community as follows.

1. The Head will inform the Director of Admissions and Communications of this decision so that a message can be added to the school website and an email and text message can be sent to all parents and staff including peripatetic music teachers, club leaders, volunteers and Governors via ClarionCall. This is the main method of communication with parents in these events and it is therefore vital that the website is as up to date as possible at all times.
2. The Head should, if possible, liaise with the Head of St Helen's and St Katherine's School and with the Head of Abingdon School.
3. The DFO should contact, if appropriate, the Joint Bus Service (JBS) to ensure they do not pick any Manor children up. The emergency JBS phone number is 0115 777 3198. The line is open from 6am each morning (Monday to Friday).
4. If children are already on their way to the Manor on the JBS when the decision to close the school is made, the JBS should be contacted and children should continue to SHSK. SHSK would then contact a member of SET.
5. The Director of Sport will contact schools involved in any fixtures / swim lessons letting them know they have been cancelled. Coach companies will also then be contacted and subsequent services also cancelled. The DFO will contact the Head of Sport to confirm that all cancellations have been made.
6. The DFO will ensure that any trips booked are cancelled, contractors due to visit the school are also contacted and that the catering Area Manager has been informed. External hires will also be contacted.

7. If possible local Radio stations and news websites will be informed.

The closure of the school will be reviewed daily by the SET. A copy of this procedure is kept as part of the SLT emergency pack which is kept in the SLT shared drive.

**Useful Numbers:**

Joint Bus Service (Emergency Line)	01157 773 198
Pearces Coaches	01865 340 560
Baileys Coaches	01635 203 005 7am - 5pm 07392 832 688 out of hours
Ellisons Coaches	01285 861 224 / 01285 861 238
Plastow's Travel	01865 872 270

**Local Schools:**

St Helen and St Katharine	01235 520 173
Larkmead	01235 520 141
Abingdon	01235 521 563