SCHOOL CLOSURE POLICY

Date Policy Reviewed:	15 October 2018
Date of Next Review:	15 October 2020
Person(s) Responsible for Review:	SLT

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 Groundsman 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 Headmaster or the Bursar immediately they become aware of the particular circumstance.

As soon as the Head, Deputy Head and Bursar (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 Bursar should contact, if appropriate, the main school bus companies. This phone number will be open from 6am each morning (Monday to Friday).
4. 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 on G:Suite.

Useful Numbers:	Joint Bus Service (Tom Peeke)	01235 546514
	Pearces	01865 340560
	Whites	01865 340516
	Baileys	01635 203005
	Plastows	01865 872270