



Emergency School Procedure

Applicable to	Responsible Officer	Date Adopted	Date to be reviewed:
All Staff	Headteacher	January 2019	Dec 2021

Emergency Closure Plan - Information for Parents

The decision to shut the school is a serious one and the need is usually related to poor weather conditions. In such a situation the decision is based upon the answers to the following questions:

1. Is the school site safe for:
 - (a) Motor vehicles
 - (b) Pedestrians
2. Will the buses be able to run through the villages?
3. Can sufficient staff get to school to be able to open?
4. What advice have we been given by:
 - (a) OCC
 - (b) National weather organisations

When the decision is made to close the school, the process which is followed to inform people is:

- (i) Headteacher makes the decision to close school.
- (ii) Headteacher informs/arranges for:
 - (a) Information to be sent to parents via parent mail and school website
 - (b) SLT – who inform staff/buses
 - (c) OCC – who will put information on their website
 - (d) Jack FM, Heart FM, Radio Oxford who will broadcast the closure at regular intervals
 - (e) Chair of Governors

Parents should use the website and listen to the radio for information regarding school closures due to weather. Please do not phone school reception as there may not be someone there to answer the phone.