

## **JOHN MASON SCHOOL**

### **Emergency School Closure Procedure**

This Policy will be reviewed every year in line with the Policy Review Timetable

Date: 19<sup>th</sup> February 2026

Review Date: February 2029

#### **Emergency Closure Plan**

##### **Decision**

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:

- Is the school site safe for motor vehicles and pedestrians?
- Can students and staff safely travel to school?
- Can sufficient staff get to school to be able to open?
- What advice have we been given by Abingdon Learning Trust, OCC and national weather organisations?

##### **Communication**

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

- Headteacher makes the decision to close school
- Headteacher informs/arranges for information to be sent to parents via My Child At School (MCAS) and information is posted on the school website.
- Headteacher informs/arranges for information to be sent to staff via school email.
- Headteacher informs/arranges for information to be sent to bus companies
- Headteacher informs/arranges for information to be sent to OCC who will put information on their website

- Headteacher informs Chair of Governors.

Please be aware that, whilst news of school closure may appear on social media, the information channels above are our recognised means of communication. Unfortunately, in the case of an emergency closure, we cannot guarantee that there will be anyone at school reception to answer the phones. Parents should check MCAS account and use the website for information regarding school closures due to weather.

### **Children in School**

School closure decisions are made as early as possible to limit unnecessary journeys for students and staff. However we recognise that there may be times when this cannot be done in a timely manner.

If a school closure is announced after 7.30 am we are aware that some children may already be on their way to school.

Staff will be present in school to supervise children who arrive at school. Any child who arrives at school we will contact parents directly to make arrangements for the student to be collected or to travel home.

If the school is closed after we open the gates to students (8.10 am) the parents of all students in school will be contacted directly to make arrangements for collection or to travel home.

### **Remote Learning for Students**

#### **Day 1**

In the event of a school closure our available staff will prioritise safely supporting students to get home and preparing the site to reopen as soon as possible. Students should access learning from home via Oak National Academy in line with their normal timetable. Lessons and resources can be found at this link: [Year listing | Oak National Academy](#)

#### **Day 2 and beyond**

In the event of a closure lasting more than one day the school will communicate a learning plan to all parents via My Child At School (MCAS). We will provide a more targeted learning package through Google Classrooms using school resources or those available on Oak National Academy as soon as is practicable in line with our Remote Learning Policy.