



# Emergency School Closure Procedure

Applicable to	Responsible Officer	Date Adopted	Date to be reviewed:
All Staff	Headteacher	January 2019	Dec 2024

## 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:

- Is the school site safe for motor vehicles and pedestrians?
- Will the buses be able to run through the villages?
- 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

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
- SLT who inform staff/buses
- OCC who will put information on their website
- Chair of Governors

Parents should check their MCAS account and use the website 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.