

# DUCKLINGTON CE PRIMARY SCHOOL

## EMERGENCY CLOSURE POLICY

### Statement of Intent:

Within the limitations set out by statutory guidance and health and safety legislation and wherever possible, Ducklington CE Primary School will remain open during the school day to deliver education to its pupils. This statement supports the schools aspiration to deliver the highest quality service to its pupils. In order to achieve this, the school will work closely in partnership with, and have high expectations of, all stakeholders. This will in turn require all stakeholders to share and actively participate in this aspiration.

- The Head teacher is authorised to make an emergency closure when exceptional circumstances make it absolutely necessary and in the best interests of the pupils. Such situations may include snow, floods, power failure, wide spread illness or pandemic etc.
- Schools Services will be informed if there is a proposed closure. In an emergency it may be difficult to contact the Schools Services and the Head Teacher will therefore act independently in a threatening situation. Schools Services will be informed as soon as possible of any action taken.
- In the case of adverse weather conditions the Head teacher will consult with other Head teachers in the Witney Partnership, all staff and the Chair of Governors before making the decision to close.
- In the case of pandemic, the school will follow National / County Council guidance.
- The school will remain open if a senior member of staff (Headteacher or Deputy Headteacher) and enough teachers and teaching assistants are available so enabling the school to comply with statutory regulations regarding class sizes.

### Information to Parents

This information appears in the Parents Handbook and on the school website. Safe and speedy dismissal of pupils in the event of an emergency closure depends on the school and parents working in partnership.

### Emergency Contacts

Parents must give the schools an emergency contact point. Data Collection forms are sent out annually in September to all parents. Parents are required to complete and return the forms promptly. If the forms are not returned the previous year's form will be annotated as such and kept on file. Information on

emergency contacts & instructions in respect of each pupil will be held centrally in the emergency contacts folder held in the school office.

*It is essential that parents to keep the school up to date with any change in their contact details.*

### **Notice of Closure**

The school will make every effort to publicise any sudden closure. This will be done in the first instance via Parentmail or text message. The school will also make the announcement via the school and county council websites and via HEART FM, GWR and BBC Radio Oxford. Staff and/or a notice will be posted at the school gates to help prevent pupils from being left by parents at the start of the school day if possible. In instances of severe weather, parents should monitor the radio stations listed above and the nominated phone for text contact. The Oxfordshire County Council and radio station websites also list closed schools.

### **Travel to and from School**

Parents should be aware that it is their responsibility to make sensible decisions on behalf of their children when weather conditions are severe. Parents are responsible for the safety of their children to and from the school.

### **Services**

All of the service providers who will be affected by the closure will be informed as soon as possible, once families and staff have contacted.

### **Safeguarding Precautions on Closure**

No pupil will be allowed to leave school unless the school is aware that an identified adult will be available to supervise him/her at their destination. It may be that a parent who collects his/her children offers to give shelter to other children. The agreement of the parents of these children must be given before pupils are released in this way. We will ensure that adequate supervision by members of teaching staff will be made of those pupils who cannot go home or to their emergency destination immediately and have therefore to remain at school.