

	John Mason School			
	Emergency School Closure Procedure			
	Applicable to:	Responsible Officer	Date Adopted:	Date to be Reviewed:
All Staff	AW	May 2014	April 2017	

EMERGENCY SCHOOL CLOSURE PROCEDURE

Emergency Closure Plan 2014/15 - 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.