



## **CLOSURE OF SCHOOL FACILITIES POLICY**

It may be necessary to close the school facility for inclement weather, lack of power/or any other facility problem, crisis, or national event.

It is the responsibility of the Principal, in conjunction with the Orbital Board, to evaluate the situation and determine if the facility should be closed, for how long it should be closed, and develop a plan.

Such a plan will be developed after consideration of:

- enrolment, by age group;
- summaries of space utilisation in current facility;
- consideration of maintenance and operating requirements;
- evaluation of traffic patterns, travelling distances, etc.
- consideration of special problems, including and analysis of proposed transfer of pupils and staff if the school were to be closed.

### **Informing Parents and Staff**

When a decision has been made to close the school, parents will be informed in the following ways:

- a notice on the school's website
- use of other active social media accounts (eg Twitter, Facebook)
- email notification all parents
- text messaging to parents

As part of the school's planning for emergency situations various contact details will be maintained as paper copies:

- a confidential list of staff telephone numbers, emails and addresses.
- each Class Teacher will keep a printout of all his/her class parents contact details
- the school office will keep a master copy printout of all parents' contact details.
- The text messaging service will be tested annually during Term 1

### **During School Closure**

Depending on the nature and duration of the closure, the school may ask staff to continue to come in each day or advise them to remain in their own accommodation. Whatever the decision, Class Teachers will be asked to provide school work or advice to parents (as appropriate) to give students something meaningful to do during the closure, or to teach online.

After the initial announcement the Principal will aim to write to parents at greater length to explain:



- the reasons for closure in more detail
- the plans for providing 'distance learning' by class teachers
- information about how the school will keep in touch and provide information about when the school will re-open

### **Re-opening the school**

The decision to reopen the school will be taken by the Principal in consultation with the Orbital Board. Parents will be informed as soon as possible using the communication means listed above. Students will not be marked absent in the school's register during the period of closure. When appropriate teachers will be encouraged to talk with students about the situation causing the closure. There are a number of areas, which depending on the age of the children, may be relevant to learning and which can be linked to National Curriculum objectives.

It is the intent of the Orbital Board to make any of its policies related to school closure clear to all concerned, to provide ample lead time before closing the school, and to support a process that provides an opportunity for those most affected to be involved before any decision is made.

### **Policy Review**

The Principal and Senior Leadership Team and Regional Head of Schools (on behalf of the Board) will undertake a bi-annual review of the School Closure Policy and Procedures though any deficiencies or weaknesses in these arrangements will be remedied without delay.

Mel Hitchcocks, Principal

July 2025.

Date when next review is due:

July 2027.