

# EMERGENCY PROCEDURE FOR SCHOOL CLOSURE

For your information, the procedure for school closure is as follows:

## Before School Starts:

- The Headteacher will inform the local radio, frequencies below. **(Please do not ring the radio stations.)**

**BBC Radio Oxford VHF/FM 95.2 / Heart VHF/FM 102.6/97.4/102.9/103.4  
Jack FM - VHF/FM 106.8 / FM 107.9 - VHF/FM 107.9**

- Before 8 a.m., wherever possible, GroupCall text messages and, in addition, for all parents for whom we have email addresses, GroupCall emails will be sent, and a notice will be posted on the 'News and Information' page of the school website: [www.sibford-gower.oxon.sch.uk](http://www.sibford-gower.oxon.sch.uk)

## During the School Day:

- We will notify all parents via GroupCall and the school website that the school has to shut early due to snow, and ring those parents we know do not have access to the internet, asking them to collect their children as soon as possible.
- If there should be heavy snowfall during the day, we can arrange for the school bus to come early. As priority, we will ring the parents of those children who travel on the school bus and only put on the bus those children whose parents we have spoken to.
- **We will ensure that appropriately qualified staff remain on site until the last child has been picked up**, but would ask that, if the weather is bad through the day, you regularly check for an alert from school. The majority of our staff live at a distance from school and will need to be released to make their journeys home as early as possible once the decision to close school is made.
- It may be that work / other commitments mean some of you are not able to pick up your child in a timely fashion. **If this is a possibility, please ensure that you have alternative 'pick up' arrangements in place.** If you make a provisional arrangement for another parent to pick up your child, please could you send in / email a note which gives that adult's name and makes it clear that you give permission for your child to be picked up by them. This will allow us to keep the phone line as free as possible.
- Weather conditions in this area can be very localised with hazardous conditions in some of the local villages and not others. Please let school now if conditions in your local area suddenly become such that you are anxious about children from there getting home. We may not be experiencing the same weather conditions here.

Please note that in line with Oxfordshire County Council and WMAT policy, if school is able to open, then those children within Sibford Gower, Burdrop and Sibford Ferris will be deemed to be able to walk to school and are expected to attend.

It is essential that we have up-to-date contact details for all parents. Please could I ask you to update us immediately of any changes to landline numbers, mobile numbers or email addresses.

**IN THE CASE OF SEVERE WEATHER, PLEASE REMEMBER TO STAY TUNED  
FOR THE LATEST INFORMATION.**