



**FARNBOROUGH HILL**  
WHOLEHEARTEDLY

## **EMERGENCY CLOSURE IN ADVERSE WEATHER CONDITIONS POLICY**

### *Our Mission*

*Farnborough Hill welcomes all into our community, where we aim to live Christ's Gospel values joyfully and wholeheartedly, forming each individual to fulfil her potential and face the future with wisdom, strength and dignity.*

Farnborough Hill is committed to minimising disruption to pupils' education and will always endeavour to keep the School open whenever possible, for as long as it is safe to do so.

### **Aims**

1. To identify those times at which it might be necessary to shut the school building and/or alter the normal pattern of the working day
2. To establish the forms of communication needed for such eventualities
3. To confirm the arrangements for alternative educational provision when the School buildings are shut

### **School Closure**

Any decision to close the School will consider a number of factors, including the severity of the weather, the conditions/safety of the School grounds and the service the School coach companies can offer. If the coach companies notify us that they are unable to operate due to poor road conditions, it is likely that the School will be closed.

Pupils and staff come to school from a wide variety of locations across Berkshire, Hampshire, Surrey and beyond. It is often the case that weather and road conditions vary greatly across this area. If parents feel it is not safe for their daughter to travel to school from their home, they should feel free to make that decision and inform the School Office of their daughter's absence as early as possible. In such cases, work will be posted on OneNote for pupils to access.

### **Communication**

Where there is no alternative but to close the School, parents will be contacted via the electronic messaging system at the earliest opportunity, ideally by 7.00 am at the latest. A notice will also appear on the School website and social media, as will any updates. Parents are therefore encouraged to check these regularly.

**NB: contact will only be made if the School is to be shut. No messages will be sent if the buildings are open as normal.**

Should it be necessary to shut the School during the working day, communication will follow the same pattern as above and parents will be asked to collect their daughter(s) as soon as possible. Where parents are not able to collect in person, parents should send a message to their daughter's phone, whose Form Tutor will cross-reference the phone number the message was sent from with the School's records before allowing her to leave. Where this is not possible, parents should email the School Office with the proposed arrangements. Where possible, School coaches and minibuses will be asked to arrive/be ready early to collect the pupils from school.

If we need to close the School during the day the girls will be looked after by school staff until they are able to go home. Parents are asked to take all reasonable measures to ensure that their daughter is able to be collected as soon as possible, in order to allow staff to travel home safely.

### **Alternative Provision**

If it is necessary to close the School for a whole day, lessons will be delivered at home via Teams and OneNote, with revised lesson times as outlined in Annexe A.

This policy is reviewed annually by the Deputy Head – Academic.

The next review is due in September 2026.

## ANNEXE A

### For teaching staff, parents and pupils:

Below are the arrangements for the school day, should we need to close the school and move to online learning. This information will be shared with parents and pupils via the electronic messaging service, should we need to close the school.

9.00 – 9.45 am	Period 1
9.55 – 10.40 am	Period 2
10.40 – 11.00 am	Break
11.00 – 11.45 am	Period 3
11.55 am – 12.40 pm	Period 4
12.40 – 1.40 pm	Lunch
1.40 – 2.35 pm	Period 5
2.45 – 3.30 pm	Period 6

1. Work will be set on OneNote as usual and lessons will be delivered via Teams.
2. Lessons will be 45 minutes in length, with a minimum of 10 minutes break between each to upload work and/or to have a break from the screen.
3. A register will be taken at the start of each lesson (There will not be a Form registration at 8.45 am.) All pupils should therefore logon to Teams and OneNote ready for the start of each period. If a pupil is not present on Teams for registration at the beginning of the lesson, this will be followed up in due course.
4. No formal prep will be set for Years 7 – 10 if the School closes for short-term emergency.