



**FARNBOROUGH HILL**

WHOLEHEARTEDLY

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

We are committed to minimising disruption to the pupils' education and we will always endeavour to keep the School open whenever possible, if it is safe to do so.

When we have no alternative but to close the School, we will contact parents via the electronic messaging system at the earliest opportunity. We aim to do this by 7.00 am, or earlier, if School is not opening at all. School closure depends on the severity of the weather, the conditions/safety of the School grounds and also 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, then it is likely we will close the School. We also liaise with the Salesian College over school closure as we share school coaches with the College.

As soon as any such decision is made, parents will be contacted by text, voicemail and/or email informing them of school closure via the electronic messaging system and a notice will also appear on our website and social media, as will any updates, and we recommend that this is checked regularly.

**Please note that we will only contact parents and add messages to our website and social media if school is NOT operating as normal – see also Annexe A**

Should the School open in the morning, but conditions deteriorate during the day making it necessary to send pupils home, parents will be contacted via the electronic messaging system, and a message posted on our website and social media. Parents should make arrangements with their daughter about the course of action to be taken in such circumstances. Where necessary, parents would be asked to collect their daughter as soon as possible. Parents will not always know weeks or even months in advance how they would like their daughter to make her way home. Therefore, if school closes during the School day, parents should send a message to their daughter's phone, in the first instance, and her tutor will cross-reference the phone number the message was sent from with the School's records before allowing her to leave. If unable to get a message to their daughter, parents should email the School Office outlining whether she should make her way home with a friend or if she is to be collected. Parents are asked to bear in mind that if their daughter remains in school, they are expected to come and collect her as soon as possible as in these situations, it is also important staff are able to leave as soon as is feasible. We will call the School coaches early, to collect the pupils from school, if they are able to run.

If we need to close the School during the day the girls will be looked after until they can go home by SLT and teaching staff that live locally.

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

If it is necessary to close the School for a whole day, lessons will be delivered at home via Teams.

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

The next review is due in November 2024.

## ANNEXE A

### For teaching staff:

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 should we need to close the school. Timings for the school day (emergency closure of school).

#### Teams timings of the school day – school closure

9.00 – 9.45     Period 1  
9.55 – 10.40   Period 2

10.40 – 11.00   Break

11.00 – 11.45   Period 3  
11.55 – 12.40   Period 4

12.40 – 1.40     Lunch

1.40 – 2.35     Period 5  
2.45 – 3.30     Period 6

- Work to be set on OneNote as usual
- Lessons will be 45 minutes in length with a minimum of 10 minutes break between each to upload work/set up have a break from your screen
- A register will be taken at the start of each lesson
- Lessons will take place via Teams
- No formal prep will be set for Years 7 – 10 if the School closes for short-term emergency