



Procedure for School Closure

The decision to close the school will be taken by the Head Teacher, Mr Blackwell, in conjunction with the Chair of Governors, Mrs Harris. The decision will be based on access to essential services (e.g. water, gas, electricity or teachers) and/ or transport safety (e.g. the inability of staff being able to get into school, or indeed get home if delayed)

Parents will be informed via the **text messaging service**, **local radio stations** - Banbury Sound, Heart and BBC Radio Oxford, **online at <https://www.oxfordshire.gov.uk/cms/content/school-closures>**, **Facebook** - a message will be posted on the school page.

In event of a weather warning being issued earlier in the week, letters will be sent home reminding parents of where they can hear the latest news of school closures.

Pupils arriving at school unaware of the closure will be received until they can be collected by a parent or parental representative.

Roles during closure

Job	Actions
Head Teacher	Liaise with DHT, SBM, Caretaker and Chair of Governors at 6.30am Contact Dashwood - Amy Rogers Inform County Council - school closure system (Electronically or by phone/email)
Deputy Head Teacher	Liaise with HT at 6.30am Phone radio stations
Care taker	Liaise with HT and SBM Open school and ensure no staff or child are left due to not getting message about closure.
School Business Manager	Liaise with HT Text staff and parents Write a post on school Facebook site Arrive at school to ensure no staff or child are left due to not getting message about closure and ensure the school telephone during office hours.