Procedure for School Closure Policy

Approved by:	**Full Governing Body**
Date:	**November 2025**
Next review due by:	**November 2026**

Procedure for School Closure

The decision to close the school will be taken by the Head Teacher, in conjunction with the Chair of Governors.

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 Arbor Parent Portal, 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 Head Teacher Inform County Council – school closure system (Electronically or by phone/email)
Assistant Head Teacher	Liaise with HT at 6.30am Phone radio stations
Site Manager	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 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.