

## 13. CLOSURE INFORMATION

Closing the school is only undertaken when we have no alternative. The reasons for this can vary but can include poor weather, a loss of heating, as a result of instruction by the local health authority, or transportation issues (for both students and staff).

In most cases a school closure will be announced prior to the start of the school day although this may not always be the case. If we do have to close during the school day we will ensure that all parents/carers are informed of this as the decision is taken. It is important that all parents/carers take responsibility, in advance, for ensuring that their child is able to access their home independently in such circumstances or that arrangements have been made for them to go to another person's home.

**Please do not ring the school switchboard as this impacts on our ability to communicate effectively with everyone.**

If circumstances dictate that the school needs to close, the following communication processes will be followed and they will be updated daily throughout the period:

1. **The school website** will contain information on the Homepage, in the Latest News section. **This will be the main reference area for all up to date information concerning the school's closure and will be updated as changes occur.**
2. **Mix 96 and BBC Three Counties Radio** will make announcements throughout the day listing those schools closed.
3. **Bucks County Council's** website will contain school closure information for all schools throughout the county. A link to this can be found on the school's website.
4. **All parents and carers** signed up to the school email system will **receive an email when staff are present in school.**
5. The school's **Virtual Learning Environment (VLE)** and **Show Me My Homework** areas online will be used to post information regarding work to be undertaken by students during the period of closure. It is expected that all students will refer to these areas and deliver the work set. Links to the VLE and Show Me My Homework are available on the school's website Homepage.