



Clarendon Primary School & Children's Centre

Emergency Closure Policy

Statement of Intent

Within the limitations set out by statutory guidance and health & safety legislation and wherever possible, Clarendon Primary School will remain open during the school day to deliver education to its pupils. This statement supports the school's aspiration to deliver the highest quality service to its pupils. In order to achieve this, the school will work closely in partnership with, and have high expectations of, all stakeholders. This will in turn require all stakeholders to share and actively participate in this aspiration.

- The Head teacher in conjunction with the Chair of Governors is only authorised to make an emergency closure when exceptional circumstances make it absolutely necessary and in the best interests of the pupils. Such situations may include snow, floods, power failure, wide spread illness or pandemic etc.
- Local Education Officer will be informed if there is a proposed closure. If LEO unavailable, Emergency Management will be contacted.
- In the case of adverse weather conditions the Head teacher will consult with staff and the Chair of Governors before making the decision to close.
- In the case of pandemic, the school will follow the school's Emergency Plan.
- The school will remain open if a senior member of staff and enough teachers and teaching assistants are available to enable the school to comply with statutory regulations regarding class sizes.

Emergency Contacts

- Parents must give the schools an emergency contact point.
- Data Collection forms are sent out annually in September to all parents. Parents are required to complete and return the forms promptly. If the forms are not returned the previous year's form will be annotated as such and kept on file.

- Information on emergency contacts and instructions in respect of each pupil will be held centrally in the emergency contacts folder held in the school office.

Notice of Closure

- The school will make every effort to publicise any sudden closure.
- This will be done in the first instance via the school's phone text system.
- The school will also make the announcement via the school and county council websites and via the radio as below.
- Staff and/or a notice will be posted at the school gates to help prevent pupils from being left by parents at the start of the school day if possible.
- In instances of severe weather, parents should monitor the radio stations listed above and the nominated phone for text contact.

Travel to and from School

- Parents should be aware that it is their responsibility to make sensible decisions on behalf of their children when weather conditions are severe.
- Parents are responsible for the safety of their children to and from the school.

Services

- All of the service providers who will be affected by the closure will be informed as soon as possible, once families and staff have contacted.

Review

Date discussed by staff:	Spring term 2014
Date reviewed by governing body:	Spring term 2014
Date due for review:	Spring term 2017

Radio Station Contacts for Emergency School Closures

In order to validate your call you may be asked to quote the code word 'oakleaf' and your school's DCSF number.

RADIO STATION	ADDRESS	PHONE	FAX	EMAIL ADDRESS	WEBSITE	AREA COVERED
BBC Surrey 104.0 and 104.6 FM	Broadcasting Centre Guildford Surrey GU2 7AP	office 01483 734310 on-air 0370 4111046 reception 01483 306306	01483 304952	surreynews@bbc.co.uk surrey@bbc.co.uk	http://news.bbc.co.uk/local/surrey/hi/	Covers all Surrey
County Sound/ The Eagle Radio C.S 1566 MW Eagle 96.4 FM	Dolphin House 3 North Street Guildford Surrey GU1 4AA	01483 300964 01483 468701/02 (newsroom)	01483 531612	onair@964eagle.co.uk studio@countysound.co.uk	www.countysound.co.uk www.964eagle.co.uk	Covers West & Central Surrey – out to Reigate area
Kestrel FM 97.1 FM, 101.6FM, 101.8FM, 102 FM	Tindle House High Street Bordon Hampshire GU35 0AY	01256 220070 News Team		news@kestrelfm.com	www.kestrelfm.com	Covers Hampshire, but also some bits of West Sussex and South West Surrey (Hindhead and Haslemere).
Radio Mercury 102.7 FM (Mercury) 1521 AM (Fame)	102.7 Mercury FM PO Box 1 Crawley Sussex RH1 9SE	01293 519161 (9.00am-5:30pm) 01293 631027 (studio) 01293 401027 (out of school hours)	01293 560927	Use contact form on web page	www.mercuryfm.musicradio.com/homepage.jsp	Covers Dorking – Oxted – Caterham – Burgess Hill – Billingshurst – East Grinstead
Time FM 106.6 FM	The Observatory Slough Berkshire SL1 1LH	01753 219219 (news desk) 01753 551066 (general)	01753 512277	news@star1066.co.uk	www.starfm.co.uk	Covers Spelthorne and parts of Runnymede and Elmbridge
Radio Jackie 107.8 FM	110 Tolworth Broadway Surbiton Surrey KT6 7JD	020 8288 1300 (news number)	020 8288 1312	news@radiojackie.com	www.radiojackie.com	Within M25 – Staines, Chertsey, Addlestone, Hersham, Esher, Epsom and Banstead

