

## Cox Green School – Emergency School Closure Procedures

Staff and Governors at Cox Green School believe that students have the best chance to make progress if they are able to attend school and benefit from lessons. This applies equally to individual attendance and whole school closure. As a result we will take every practical step to maintain school in the event of difficult weather conditions or possible failure of facilities such as heating systems. However there will be occasions when the Health and Safety of staff and students is at risk. In this case the school will reluctantly close for some, or all, students. The following is intended as guidance to families. We will endeavour to keep families fully involved with the ongoing situation, but we ask for understanding at what will inevitably be a particularly busy time.

When a closure is being considered, the school will conduct a risk assessment to determine whether it is safer for the students to be sent home. If this is necessary, it will not be possible for the school to telephone families although students will be able to contact home. Bearing in mind the age of our students, we will brief students as to the situation and offer them a choice:

- a) To stay in school under staff supervision – assuming it is safe to do so – until normal dismissal time.
- b) To go home, or to a relative or family friend, immediately.

**It would be very helpful if you would discuss this possibility with your daughter / son in advance and explain your preference to them. Should such a situation arise, we will assume that they are acting as you have instructed them.**

Once a decision is made to close the school, this will be passed on to the following radio stations:

Radio Station	Frequency
2ten FM	97 FM or 102.9 FM
BBC Radio Berkshire	95.4, 94.6, 104.1 Or 104.4 FM
Star FM	106.6 FM

*All these stations broadcast the information at regular intervals between 7.00 am and 8.00 am.*

We will attempt to update the school web site ([www.coxgreen.com](http://www.coxgreen.com)) Our ability to do this will depend on the nature of the closure. If it is safe to do so, we will update the school telephone system with current information. We may be able to use our text message facility. This relies on families notifying us of updated emergency contact telephone numbers.

### **Finally:**

It is difficult anticipating all eventualities that might lead to a school closure. As an example, experience has shown that the weather may make driving possible in Maidenhead but the longer journeys undertaken by many staff may be impossible. Similarly, students must avoid creating slippery paths (through sliding) or impact injuries (from the ice in 'snowballs').