



## Procedure for communicating with parents, students and staff in the case of a snow closure

Last reviewed:	September 2023
Next review due:	September 2024
Reviewed by:	Principal Director of Operations IT Manager Head of Boarding Catering Manager

The school will stay open whenever possible. The decision to close will be taken only if we are persuaded that the weather and the conditions on the roads are such that it would be impractical and/or unsafe for a significant proportion of staff and students, especially those who live outside the city, to get in to school and back home again.

Such decisions will be taken following early morning telephone discussions among senior staff who will take into account all the information available to them such as the weather forecast, driving conditions and news of traffic hold ups. In exceptional circumstances, a decision to close will be made the day before, to provide as much notice as possible.

NB The same procedure applies if we need to close the school at very short notice for any other reason of *force majeure*.

Part 1 – Whole-school notifications

Part 2 – School buses

Part 3 – Boarding arrangements

Part 4 – Catering arrangements

Part 5 – Teaching arrangements

### PART 1: WHOLE-SCHOOL NOTIFICATIONS

Once the decision to close is taken then:

- a) The school will send group emails to parents, staff, host families and those students who have school email addresses (SF and TIS).

The emails will show [doverbroecks@doverbroecks.com](mailto:doverbroecks@doverbroecks.com) as the sender.

- b) An announcement will be published on all social media platforms and on the home page of the school website. A new announcement will be added when the school re-opens.

**IMPORTANT: all communications (web announcements, group emails and text messages) to be completed before 7.00am at the latest – preferably by 6.45am.**

## **PART 2: SCHOOL BUSES**

School buses will continue to run whenever safe to do so.

- If **snow falls overnight**, the bus companies will inform the d'Overbroeck's bus liaison person before 6.00am which routes will be running.

In the event that the school itself opens but some bus routes cannot run, this information will be added to the snow message on the school website.

- If **snow falls during the day** and there is a change to the end of school departure time, this information will be added to the snow message on the school website.

## **PART 3: BOARDING ARRANGEMENTS**

The Head of Boarding will contact boarding staff and advise them of the situation. All boarding staff and students will remain in their allocated Boarding House.

Students should do private study at their boarding house if they have work to do. Otherwise they may sign out observing the usual rules.

Each Head of House will ensure they have emergency supplies of food on site.

## **PART 4: CATERING ARRANGEMENTS**

Any catering provision will be at 333 for boarding students only.

The Head of Catering will contact the catering team and make arrangements for whatever catering provision can be provided. Service times and menus will be dependent on staffing levels, food stocks and deliveries and the developing weather conditions.

Consideration will be given to remote boarders in St Philips, Westway, Wyvill Court and St Aldates who may not be able to travel to 333.

## **PART 5: TEACHING ARRANGEMENTS**

The usual timetable will continue to run as far as possible. Lessons will be taught through Microsoft Teams.

Teachers will contact the Academic Leads on each site if there are any issues delivering lessons.