

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

Last reviewed:	October 2020
Next review due:	October 2021
Reviewed by:	Principal Bursar 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 as the sender.
- b) Text messages will be sent to all parents, staff and to students for whom we hold mobile numbers (SF and TIS).
- c) 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 are provided in association with the Oxford Schools Bus Partnership. Buses will continue to run whenever safe to do so.

- If **snow falls overnight**, OSBP will liaise with bus companies before 6.00am and inform the school which routes will be running. The OSBP will follow their own procedure to inform parents about cancelled services or any change to routes.

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, OSBP will inform parents. This information will also 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. If necessary, travel arrangements will be made to transfer students to Blenheim House (St Philip's) and Wychwood Flats (Kidlington).

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 of developing weather conditions.

Consideration will be given to remote boarders in Blenheim House, Wyvill Court, St Aldate's and Wychwood Flats 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.