

# **EMERGENCY OPERATION OF LARKMEAD SCHOOL IN THE EVENT OF BAD WEATHER**

## **General**

1. In the event of severe weather the school will be open for all students and staff who can get here safely. It is emphasised that it is each person's responsibility, staff or parent, to decide what is safe.
2. The school will only be closed if the weather is so bad that it is inconceivable that any significant number of personnel can get to work safely – this judgement, based on prevailing weather conditions, road conditions and weather predictions, will be taken by the Headteacher in consultation with the School Business Manager and Site Manager.
3. Unless it is communicated otherwise (see Para 6 below) the school will be open in the event of severe weather.

## **When School is Open**

4. Staff who are able to safely make it into school are to sign in at a register on the front desk and then to move to the staff room for briefing.
5. At briefing, an alternative curriculum will be formulated and communicated for the day, although it is likely that the period up until break (and possibly beyond) may not necessarily take the form of formal teaching and learning, as it will be based on the numbers of students and staff who make it safely into school.

## **In the Unlikely Event of the School being Closed**

6. In the unlikely event of school closure a flow chart outlining the decision process and the action to be taken once the decision is made is at Page 3 to this document. Contact telephone numbers to be used for the radio stations and contact details for OCC are shown on the flow chart. Following are the contact numbers for the bus companies:

<b>Company</b>	<b>Contact Number (Tel)</b>
School Bus Company (Routes 1109 to 1111 and 1114 to 1115)	01865 823365
Oxon Transport Services (Royal Cars) (Routes 1123 & 1124)	01865 777333
J Dhanjal Transport Ltd (Routes 1102 & 1103)	01865 714220
Special Transport	steve.marriott@oxfordshire.gov.uk

Walters (Didcot) Limited (Route 1101)	01865 875222
Tappins (Late Bus)	01865 772778

Parents are to be regularly informed (school newsletter) that:

7. *“In the event of severe weather every effort will be made to leave the school open to allow students or staff who can safely get into school do to so – it is emphasised that it is each person’s responsibility, staff or parent, to decide what is safe. Any decision to close the school due to bad weather or any other emergency will be broadcast on BBC Radio Oxford (95.2FM), Heart FM (102.6FM) and Jack FM (106.8FM). If particular buses are unable to run, we will try to arrange for that to be broadcast as well. Please do not phone the radio stations yourselves as that would occupy the switchboard and prevent information getting through: just stay tuned for information.”*

8. Communication to Members of Staff. The plan at Page 4 to this document allows for the communication to staff of the open/closed decision as far as faculty/department heads, who should in turn ensure that all members of their team are informed. To that end, members of staff are asked to ensure that they maintain up to date contact details for those persons they are required to call. Up to date contact lists are held in the school office.

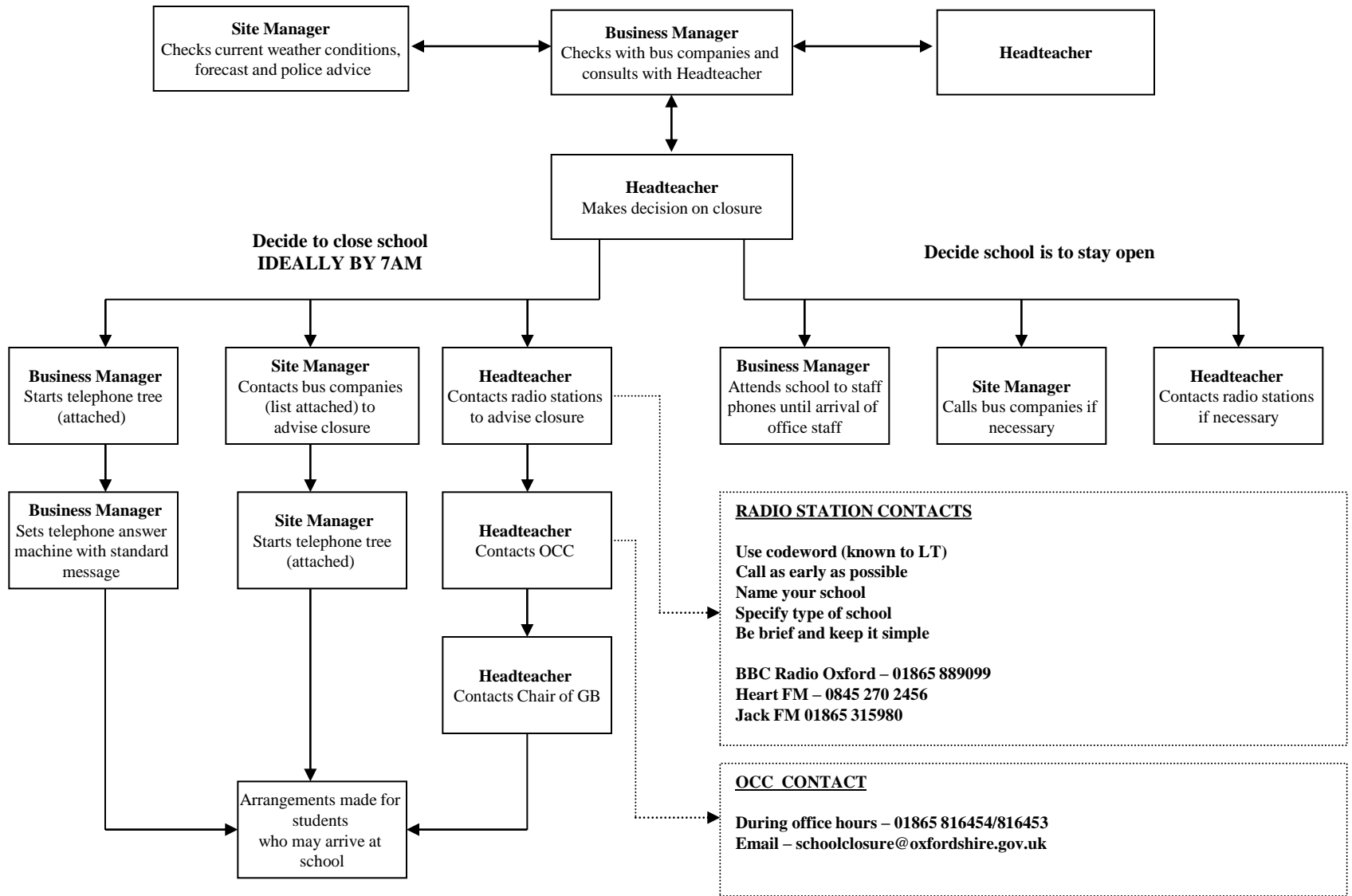
9. Equally important is that radio stations, OCC and GB are informed when the school is to be re-opened (once known).

### **Review**

10. This policy will be reviewed in November each year or sooner if procedures dictate.

28<sup>th</sup> November 2014

# LARKMEAD SCHOOL – PROCEDURE FOR EMERGENCY SCHOOL CLOSURE



# LARKMEAD SCHOOL – EMERGENCY PLAN TELEPHONE TREE

