the GREENROOM school

School Closures Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: RA/**W**RA/**K**DH/**6**RA

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
September 2017	September 2018	January 2019	2	January 20
		October 2020	3	October 2021

Emergency School Closures

In the case of extreme weather conditions or school closure relating to Covid 19 pandemic (or any other emergency requiring school closure), a decision whether or not to close the physical school and move to virtual school will be taken as early as possible. The Head, along with senior members of staff, will make a decision to close the school by 7:30am to allow enough time for Transport (and their operators) and parents to be informed prior to commencing their journey to school. In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff. Each school closure is logged on a daily basis after reassessment of conditions of the site and the surrounding area and the supervision of pupils.
The decision to close the school is a serious one. Our main consideration will always be the health and safety of our children and staff.

Emergency Procedures for school closure

Once a decision has been made to close the school and move to virtual school the following actions will take place:

Informing Transport
The School Manager will contact Transport (including each relevant Operator) to inform them that transport will be cancelled and the duration of the closure (if known). If the period of closure is unknown they will be informed that the school is closed for the whole day and that they will be contacted prior to the start of the next school day (following a reassessment of the site and conditions).

In the event of a closure before the start of the school day the School Manager will contact the Local Authority Transport Team directly who in response will contact the taxi companies who will inform the parents whose children travel by their taxi. For children who travel on public transport and via parents please see 'Informing Parents' below.

Informing Parents
The School Manager will contact parents via email to inform them that the school will be closed and the duration of the closure (if known). If the period of closure is unknown they will be informed that the school is closed for the whole day and that they will be contacted prior to the start of the next school day (following a reassessment of the site and conditions).

Should parents wish to make contact with the school, they should do so via email on the general school email address:

Social Media
The school closure will be announced on the Home page and under Pupils' Area in the Communications section on the School website. This will be updated when the school is reopened.
We will also update our Instagram channels.

Emergency closures within a school day

If the school has to be closed during the school day, the school will begin the following procedures:

- Parents will initially be contacted by a group text to ensure that the message is received as soon as possible. (Parents must ensure they have given the school office an up to date mobile telephone number at all times)
- Transport will be informed and asked to contact their transport operators to see what the earliest collection can be. The school will be informed of this.
- If any parents or transport operators are unable to collect pupils at the earlier time, it may be necessary to organise alternative travel arrangements (i.e. school bus).

On such occasions, our main aim is to ensure the safety of the children on the school site whilst waiting to be collected.

Moving to Virtual School

If we have to close and offer a full provision of online learning, a pupil's first day or two of being educated fully remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching. The Green Room School provides pupils with their own Chromebook as soon as they begin a program of remote learning. These Chromebook laptops will be delivered if they are not already at home. Students then have access to the GSuite, with dedicated Google Classrooms for each subject.

This policy is approved by the Co-CEO of The Green Room Foundation

Date_____

Head of School_____