



STRATFORD GIRLS' GRAMMAR SCHOOL

STRATFORD-UPON-AVON

School Closure Policy

It is the school's policy to remain open if at all possible as long as we can provide heating, water, meals and a safe environment. However, sometimes emergency action needs to be taken to ensure the health and safety of members of the school community.

Should the need arise to close the school before the start of the school day, information will be posted on the home page of the school website (www.sggs.org.uk) by 7.15 am and regularly updated: see the Twitter feed (@Shottery – you do not need a Twitter account to be able to access this). This is the simplest and most effective way to communicate messages simultaneously to the whole school. However, other means of communication will also be used: an email and a text will be sent to your registered address and confirmation of closure will be available on the school telephone.

Information about school closures is also published on the [Warwickshire website](#) and on that site you can also find details of how to sign up (annually) for a free text messaging service.

The need may arise to close the school early but after students and staff are on site – eg as a result of severe weather. We would normally expect students to travel home by their usual means, and would therefore release those who walk home or to the train station as soon as school is closed. All students will be expected to sign out with their tutor if leaving before the end of the usual school day. The buses will generally be called early in these circumstances, and students waiting for buses can wait safely in school until their appropriate bus arrives. However, other means of transport home will be considered if appropriate (eg lifts with friends) and if we can get your permission (by phone). Please ensure that your daughter has emergency contact details for you, and also that the emergency contact details we hold in school are up-to-date.

It would be very helpful if you could discuss with your daughter all the possible courses of action she could take in the event of such an early closure when the homeward journey could take much longer than usual. It might, for instance, be sensible to arrange to stay with a friend who lives nearer the school.

Senior staff will stay in school until all students have left. We would aim to post information on the school website as soon as practical; and information will certainly be posted on the school website concerning the following school day, whether school is to be open or not.

Any decision to close or open the school is made taking our local context into account. We appreciate that many of our students live outside of Stratford but we will consider the local weather forecast, local road and path conditions first and foremost. We also consult with local secondaries, when making a decision. Parents/carers should be aware that if we can open, we will.

*Reviewed September 2017
To be reviewed September 2018*