



## **Procedure in the event of an Emergency Closure of the College**

We are required by the Education Authority to update our procedures regularly for what should happen in the event of the college having to close due to adverse weather conditions or any other emergency.

A decision to close the school rests with the Headteacher in consultation with the Chair of the Local Committee, following appropriate risk assessments and advice from various agencies. The Local Authority is notified immediately of any intended closure.

Once a decision has been made, the following steps will be taken to notify parents/carers.

### **Local Radio**

Local radio stations have agreed to broadcast details of school closures, and you are advised to stay tuned for announcements and updates. Closure decisions will be communicated immediately by Surrey Council to all local radio stations. Information regarding closures will begin to be broadcast at 8:00am.

### **Email Communication via Arbor**

Additionally, we will send an email to all parents and carers registered with our parent mail system to inform them if the College is closed by 7:30am.

School Website Information will also be updated and available on the school website from 7:30am

### **Social Media**

Information will be posted on our Facebook page

### **The College Reception**

The phone system will be updated with information about any closure. Please ring 01483 537373 and listen to the initial phone message.

### **Extreme Circumstances**

If a significant deterioration in weather or a critical incident takes place during the school day, consideration would need to be given in how best to ensure the safe journey of students' home. This decision would be made with advice from appropriate agencies.

The school would negotiate with the school bus contractor to see whether alteration to scheduled service would be possible. If not, students would remain on site under the supervision of staff and await parents/carers to pick these students up. We will post information on the School Website and via Parent Mail.

If your current email address is not registered with us, please contact [info@christscollege.surrey.sch.uk](mailto:info@christscollege.surrey.sch.uk)

We very much hope that it will prove unnecessary for these contingency plans to be put into operation, but should the need arise, we would wish to reassure parents/carers that all steps will be taken to ensure the safety of students.