

Staines Preparatory School



School Closure Policy

September 2025

School Closure Policy

School closure could result from severe weather conditions, loss of power, heating or other essential services, as well as from larger national events such as a medical epidemic or pandemic. School closure could also occur due to staff shortage

In the event of school closure due to Government or Public Health guidance, SPS will offer remote learning following our Virtual Home School Learning Guide. Home learning will also be provided when school is closed for other reasons. This may be work set and not be in accordance with virtual learning. The school has a separate Remote Learning Policy

Staines Preparatory School must always consider the safety of its pupils, staff and visitors. With this in mind, the school's primary responsibility is to ensure the school remains open, wherever possible, to avoid disruption to the outstanding education that pupils receive. Any decision taken to close the school will be made as quickly as possible by the Headteacher, taking into consideration the safety and accessibility of ground conditions of the school site.

The Headteacher in consultation where practicable with the Chair of Governors, should assess the situation. In their assessment they should take account of the following:

In the rare event of severe weather or another emergency, it may be necessary to close the school.

These decisions are not made lightly, and we are very aware of the difficulties this causes for our families, and of the disruption to our students' education. Decisions are made based on pupil safety – both from the perspective of physical site safety and on the basis of sufficient staff being able to reach school to ensure safe supervision of our pupil. We may, at our discretion, decide to close the school to some year groups and keep it open for others. We will do everything in our power to make and publish our decision by 7am on the day in question, however, it must be appreciated that some situations may not give us enough notice to do so! We take the following into consideration.

- Safety and accessibility of the site and surrounding area
- Availability of heat, light, power and water
- Availability of staff
- Availability of meals

In the event of Staines Preparatory School having to close, or partially close, families will be notified as soon as possible and in the following ways:

- by text message – parents should ensure the school has up to date mobile telephone numbers and contact details for nominated family members
- details will be posted on the school website as soon as possible www.stainesprep.co.uk
- details will be posted on SPS social media sites
 - Facebook – <https://www.facebook.com/stainesprepschool>
 - Instagram - <https://www.instagram.com/stainesprep/>
 - LinkedIn – <https://www.linkedin.com/stainesprepschool>

If severe weather should develop during the day, the school will aim to remain open until the end of the school day (4pm) The school has a separate Severe Weather Policy. However, if this is not possible parents will be contacted by text message or telephone and asked to collect their children as soon as possible. At least two members of staff, one being a member of the Senior Leadership Team will remain on site until all children have left the premises. Staff who live furthest from the school will be allowed to leave first.