

# Emergency School Closure Procedure for Parents and Students - 2024/2025

(formerly known as Snow Day Procedures)

This policy was reviewed January 2025  
This policy is due to be reviewed July 2025

This policy applies to the whole school including EYFS

## Information for all year groups

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### Procedure

In certain, hopefully rare, circumstances (for example, extreme weather conditions such as heavy snow or when physical access to the school site is completely blocked), the School may need to close to ensure the safety of all students, parents and staff. This procedure explains how such a decision is made, how it is communicated and how work that can be done at home will be set for students in case of an extended closure i.e. more than one day.

If snow has fallen, the decision will be taken between 0600 and 0630 hours each morning as to whether the School will be opening. This decision is taken by the Headmistress in consultation with the Bursar who will have already been in touch with Kura, who manage the School's coach service. Most of our coaches are based at Cryers Hill and they are in an ideal position to decide whether or not it is safe to use the roads. If it is not safe to take the coaches out, then we take the view that this means that the roads in our area are dangerous for all vehicles and, unless there are very special reasons not to, then we will close the School. This may be frustrating for some parents who may live in an area that is largely unaffected or who could even walk to School, but we need to be able to ensure that the vast majority of students and staff can get to School to make it possible to open the School.

**A School closure notice will be communicated in the following ways between 0630 and 0645 hours:**

- A notice will be put on the Landing page of the School website
- A Pipers Mail email will be sent to all subscribed parents
- A text message will also be sent to all subscribed parents
- **Please note that if the School is open as usual then we will not be putting this out as an announcement. Only a School closure will be communicated**
- A fresh (up-to-date) message, in all of the ways mentioned above will be issued daily on multiple closure days

The above procedure will be followed in other situations where adverse events have taken place overnight or over a weekend resulting in the School being unable to open the following day, for example due to a tree falling down and blocking Pipers Lane and preventing access to the School site.

## Closure day work for students

All work will be set using the School IT Systems and will necessarily be stratified according to age group. The systems available to your child during a closure day:

### 1. Google Classroom

This tool allows individual class teachers to interact in a stream (like a social media feed) with specific groups of students in virtual classrooms. Teachers can set and receive work via this tool. It can be accessed from any web browser via <https://classroom.google.com/>. Students can log on with their network [username@piperscorner.co.uk](mailto:username@piperscorner.co.uk) and **password**. Parents of Prep and younger Senior students will be able to see Google Classroom tasks via the Parents Portal <https://piperscorner.myschoolportal.co.uk/view-google-classrooms/>.

### 2. Google Meet

During the pandemic lockdowns the School supported timetabled lessons with video conferencing tools. Students will be able to click on the **Google Meet** codes provided to the left of the stream inside each **Google Classroom**. When video conferencing is used students are advised to review the School guidelines available on Student Sharepoint here: <https://piperscornerschool.sharepoint.com/sites/StudentITSupport/SitePages/Video-Conferencing-for-Lea.aspx>

## Age-based expectations regarding the amount of work to be set

The School's expectations with regard to the amount of work students should be doing at home is based on their stage of learning.

### Pre-GCSE, GCSE and A Level students

- As soon as possible teachers will set work in place of the exam lessons they would have had.
- From period 3 onwards students will be expected to join a **Google Meet** at the beginning of each timetabled lesson to 'check in' with their teacher and ensure they understand the work set. **Google Meet** links will be activated by teachers on the left-hand side of every **Google Classroom page**.
- The amount of work set will roughly reflect the lesson time students would have had. Students are expected to complete the work during the scheduled lesson and submit their response at the end.
- From the second day of closure teachers are likely to set up live video conferencing lessons where possible using Google Meet to ensure students do not miss out on the learning scheduled.

### Students in Years 7- 8

- Only Maths and English work will be set on the first day of closure, if these lessons were missed.
- For all subsequent closure days, work will be set for all subjects according to the normal timetable using the **Google Classroom** tool.
- Work will be limited to a maximum of 30 minutes per teaching period (though it could be shorter) so that students will have no more than four hours work per day. No additional homework will be set.
- If the school closure lasts for more than two days, students will be expected to join a **Google Meet** at the beginning of each timetabled lesson to 'check in' with their teacher. Where possible students will be expected to join **Google Meet** video conferencing lessons to support their learning as required. **Google Meet** links will be provided via **Google Classroom**.

### Prep Students

- Only Maths and English work will be set on the first day of closure via **Google Classroom**.
- For all proceeding days, work will be set for all subjects according to the normal timetable using **Google Classroom**.
- Work will be limited to a maximum of 30 minutes per teaching period (though it could be shorter) so that students will have no more than four hours of work per day. No additional homework will be set.
- If the school closure lasts for more than two days, students may be invited into video conferencing lessons to support their learning as required. Google Meet links will be provided via Google Classroom.

### Pre-Prep Students

- No work will be set on the first day of closure.
- All tasks set will be via emails directly to parents.
- Second and third day of closure English, Maths and a STEM challenge will be set for girls in Reception, Year 1 and Year 2 in line with planned English and Maths lessons.
- If the School is closed for longer than three days then English, Maths and a STEM challenge will continue to be set for the girls in Reception. Year 1 and Year 2 will have tasks set for all subjects (including specialist subjects), in line with the timetables.
- Google Meets will be scheduled to take place on the third day of closure. Parents will be emailed directly with the links.

### Summary of Expectations across all ages

	Pre-Prep students (Reception- Year 2)	Prep students (Year 3-6)	Senior School (Year 7-8)	Exam students (Year 9-13)
Work will be set from the first day of closure.	x	Maths & English only	Maths & English only	✓
Students will be notified of work set via...	Parental Emails	Google Classroom	Google Classroom	Google Classroom
Video conferencing will be used...	if closure is > 2 days	Occasionally as appropriate	Frequently	Frequently
Work expectations will be...	Reduced	Core subjects initially, then expanding to all subjects	30 minutes max per lesson, no homework	Identical to a normal school week

**Teachers will take into account the fact that students may not have all their books at home with them.**

Mrs Ness-Gifford  
Headmistress

January 2025