

Emergency School Closure Policy



Oaktree
Primary School

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Signed by Principal		

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Introduction:

Within the limitations set out by the KHDA, Ministry of Education and Dubai Health Authority and wherever possible, Oaktree Primary School will remain open during the school day to deliver education to its pupils. This statement supports the school's aspiration to deliver the highest quality educational provision to its pupils. However, the Principal, in consultation with the owners and other members of staff, is authorised to make an emergency closure when exceptional circumstances make it necessary and in the best interests of the pupils.

Rationale:

The need for the school to produce a policy on emergency closures is primarily due to:

- Inclement weather, such as heavy rainfall, high winds etc.
- Drain blockages which create a Health & Safety issue regarding access to toilets
- Break down of the air conditioning units or electricity supply
- Serious damage to the school building
- Critical Incident
- Following a Government directive

Aims and Objectives of the Policy:

- To provide for the welfare of all pupils while on the school premises
- To ensure a safe, child-friendly school environment is available to all children
- To conform to Health and Safety legislation

Unplanned Closures, including but not limited to:

High Winds/Thunderstorms

In the event of high winds/thunderstorms, the Principal shall consult with the KHDA, the owners and members of staff, and a decision will be made as to whether it is in the interests of all parties to close the school. If it is decided to close the school early, the school will contact parents by Seesaw to inform all that the school is closing. Teachers will remain on the premises until all children have been collected by parents. If the winds/rainfall is prolonged over a number of days and the school is closed indefinitely, parents will be informed of reopening dates by Seesaw.

The unexpected loss of services

Where notification is not given to the school regarding the loss of electricity or water services, the Principal will endeavour to determine the extent of the interruption to the service. Following consultation with KHDA, the owners and staff regarding the health and safety implications of the loss in service, a decision may be taken to notify the parents of the need to close the school. Teachers will remain on the premises until children have been collected by their parents.

Critical Incident/Death

In some instances, the school might remain closed for pupils in the event of a critical incident or death of a member of the Ruling Family. Parents will be informed of such closures via Seesaw or by an alternative means which is deemed appropriate by the Principal in this particular instance.

Safeguarding precautions on unplanned closure:

No child will be allowed to leave school unless on the bus or with a known adult. It may be that a parent who collects his/her children offers to give shelter to other children. The agreement of the parents of these children must be given before pupils are released in this way. We will ensure that adequate supervision by members of teaching staff will be made for those pupils who cannot go home or to their emergency destination immediately and therefore have to remain at school.

1. Planned Closures, including but not limited to:

Disconnection of Services

Where water or electricity services to the school are to be disconnected then parents will be briefed on such matters and the health and safety of pupils and staff will be paramount in any decisions made regarding closure in such circumstances. Parents will be informed of dates and times via Seesaw.

Government Officials Guidelines

In cases where the Government Officials issue a directive for all schools to close, due to any reason, Oaktree Primary School will comply with these announcements and parents will be informed via email/Seesaw.

Decisions relating to the need to make up lost days - We wait for guidance from Government Officials in relation to this.

Any changes to normal practice that can be made to address the loss of days in school will be put in place. Examples of how this might be achieved include:

- prioritising core subjects over other non-core subjects
- consideration of whether learning in the classroom should be prioritised over school trips, etc.

Where the above measures are not considered adequate, contingency arrangements to make up for time lost due to extensive or prolonged unforeseen school closures may also include:

- Teachers preparing and sending out, via Seesaw, daily lessons that children can access – revision, flipped learning, projects. Children will complete and return work to the teachers to be acknowledged via a comment or marked. (See Appendix 1)

Roles and Responsibilities:

Emergency closures in the school place particular responsibilities on various personnel within the school.

Parents are responsible for:

- Keeping school informed on up-to-date contact details during the school year

The Principal and Administration are responsible for:

- The Principal is responsible for notifying staff of unplanned closures
- Principal is responsible for making the ultimate decision to close the school
- Principal is responsible for contacting governors and scheduling remote meeting. Agendas will be shared in advance with the chair of governors.

The Operation Manager is responsible for:

- Advising the Principal regarding breaches of the Health and Safety Policy which may merit school closure

All staff are responsible for:

- Regularly checking work emails
- Compliance with Health and Safety legislation and procedures in school
- Maintaining a safe school environment for all staff, children and parents

APPENDIX 1

In the unlikely circumstance that the school is temporarily closed due to unforeseen emergency circumstance outlines in the Emergency School Closure policy, please take note of the following information with regards to remote working:

- 1.) Teachers will be expected to be available between the hours of 8am and 3:45pm between Sunday and Thursday. This time will be used to interact with students and parents. Teachers must be available on SeeSaw for families. They must also be available by phone, email and OneDrive for further school communications.
- 2.) Teachers will prepare and begin uploading the following day's activities between 1pm and 3:45pm. These activities must of a high quality and closely aligned with the curriculum standards.
- 3.) Enrichment activities should be shared at 8am every Sunday, in advance of the week ahead. These activities will be optional for children. They can be completed independently or with the support of an adult. Enrichment activities are:
 - Art/craft – Class Teacher
 - Independent research linked to topic e.g. discussion question with families, research on ipads/technology (age appropriate) – Class Teacher
 - PE – Mr Jay (Wake Up and Shake Up)
 - Music – Miss Cruz
 - French – Miss Aga
 - ICT challenge – code.org
- 4.) Key stage leaders will organise a weekly planning meeting to be conducted Wednesday afternoons 1pm-2pm minimum, longer if required. These must be conducted using OneDrive and with a Key Stage WhatsApp group when required.
- 5.) During weekly planning meetings, teachers and assistants must be present and contributing to the document. Key stage leaders will work with teachers to decide what evidence will be collected from children and how they will be assessed against the curriculum standards. KS2 teachers should organise a regular Socratic assessment that can be completed remotely by their students. Planning sessions will last for a minimum of one hour and must consider the needs of all children. With regards to pupil's of determinations, parents will receive two calls or messages a week from the class teacher. Teachers will provide further support and tools where necessary for these students. Additional support and monitoring will be provided by the assistant principal who will be in regular contact with parents to provide online tools. G&T students will be provided with weekly challenges relating to their talents by teachers.
- 6.) All planning and resources must be saved in the correct folders on One Drive.
- 7.) If one has not already been established, a Key Stage WhatsApp group will be set up. Teachers must be available between 8am and 12pm to respond to their line managers or SLT Sunday to Thursday and on a Wednesday 1-2pm as well.
- 8.) Further guidance and changes will be communicated through email.

Each day will need to consist of the following:

Sunday	Literacy/English	Arabic	Science	Reading/Story Time
Monday	Literacy/English	Maths	Topic Cross Curricular	Reading/Story Time
Tuesday	Arabic	Maths	Social Studies/Moral	Reading/Story Time
Wednesday	Literacy/English	Maths	Topic Cross Curricular	Reading/Story Time
Thursday	Literacy/English	Maths	Islamic	Reading/Story Time

The Use of Zoom as an online learning platform

All teachers must ensure that accounts are password protected and that waiting rooms are enabled. To enable the waiting room:

- 1.) Log into you Zoom account
- 2.) Select "Meetings"
- 3.) Select "Personal Meeting Room"
- 4.) Go to "Meeting options" and select "enable waiting room"

This will mean that you can vet every single person that tries to enter your session. Unless a person has identified themselves then they should not be allowed in.