



Emergency Closure of School Policy Whole School and EFYS

Reviewed and updated by: Mrs C Wood

Approval: Full Governor Board

Last Review: August 2025

Next Review: Summer 2026

There may be occasions when the emergency closure of school will be necessary. The most likely occurrence will be due to inclement weather.

Procedure if heavy snow falls overnight

If, because of heavy and unpredicted snowfalls during the night or sudden and severe worsening of existing conditions, the decision to close the School will be made by the **Headmistress** and **Director of Finance & Operations** by 6:30am on the day in question. The **Estates Team** will contact the **DFO** prior to 6.30am to obtain information on local conditions to be able to make an informed decision with the **Headmistress**. If needed, members of the Senior Leadership Team will meet via Microsoft Teams to agree the decision.

Decision to close the School:

- The **Deputy Head (Pastoral)** will then contact all members of staff via a text message by 7:00am to confirm that the School will not be open. In the event of the Deputy Head (Pastoral) not being available, this will be done by the **Head of Prep School**.
- The **Director of Marketing & Development** will contact parents via text message and email by 7.00am at the latest to inform them that School will not be open. In her absence these communications will be done by the **Head's PA**.
- The **Director of Marketing & Development** will post a message on the School's website (www.aesg.co.uk) and on the School's Twitter, Facebook and Instagram accounts. In her absence these communications will be posted by the **Marketing and Communications Officer**.
- A pre-recorded message will also be posted on the School's telephone voicemail by the **IT Development Manager** (or the **IT Support Technician** in his absence) indicating that the School will be closed because of severe weather conditions.
- The **DFO** will contact the external bus companies, the School's minibus drivers, the catering companies to inform them that the School will be closed (the **Estates Team** will undertake this role in the DFO's absence).

Decision to open the School:

- The **Headmistress** will send an email to all staff by 6.45am alerting them that School is open.
- The **Director of Finance & Operations** will communicate with the Estates Team, Catering Team and Drivers to inform them that School is open.

- The **Director of Marketing & Development** will contact all parents via text message and email by 7.00am at the latest to inform them that School will be open. In her absence these communications will be done by the **Head's PA**.
- The **Director of Marketing & Development** will post a message on the School's website (www.aesg.co.uk) and on the School's Twitter, Facebook and Instagram accounts informing parents that School will be open. In her absence these communications will be posted by the **Digital Marketing Officer**.

Bus Company / Catering Contact Numbers

AESG Minibus Drivers

Mr Mark Warburton

Mr Paul Kennedy

Mr John Bennett

Ms Stephanie Halliwell

School number: 01625 583028

Bullocks Coaches

Contact: Mr Alan Bullock

Tel: 0161 428 5265

Email: coachinfo@bullockscoaches.com

Ken's of Congleton Coaches

Contact name: Carolyn Pickles

Email: kensofcongleton@talk21.com

Mobile number for parents: 07883 574775

Procedure if heavy snow falls during the day

If the school opens despite poor weather conditions, or should conditions begin to worsen as the day progresses, lessons will continue but members of **SLT** will meet to assess the situation and make a decision whether to dismiss girls early.

- In the event of school closure during the day, it is vital that the process to dismiss children is done calmly, in a timely fashion and in accordance with the up to date information provided by parents from the "Emergency Closure Arrangements" form.
- The **Estates Team** will manage the turning circle, staff car park and any other areas that needs to be clear for the safe movement of vehicles on and off site.
- The **Head's PA** will check trains and local buses to see if there are any problems on the networks.
- The **Director of Marketing & Development** will have messages prepared for the School's website and social media platforms.
- The **Director of Marketing & Development** will send a text message and email to all parents, indicating that the School will close and will providing essential details regarding pick up.

- The Emergency Closure information sheets will be kept at the School's main Reception, and a copy will be given to members of the **Senior Leadership Team** and **Reception staff**. The **Reception Staff** will produce form registers (which include the instructions from parents regarding emergency closure) and annotate them with any absences.
- The **Reception Staff** will arrange clipboards in Reception with the form registers (which includes information from parents as above) so pupils can sign out in accordance with the School's procedures.
- The **Examinations Officer** and **PA to the Deputy Heads** will liaise with the **Reception staff** to pass messages to the girls in Senior School to alert them that their bus has arrived to collect them.
- Pupils in Senior School will remain in their classrooms with their teachers until they are advised to leave via Reception so that they can sign out.
- Pupils in the Prep School will remain in their classrooms with coats and bags, ready to leave. The **Head of Prep** will wait at the Turning Circle with a "walkie talkie" and will liaise with the **Prep School Receptionist** regarding the arrival of parents. The **Deputy Head (Pastoral)** (or **Deputy Head (Academic)** in her absence) and the **Prep School PE Co-ordinator** will act as "runners" taking the Prep School pupils to the Turning Circle to meet their parents.
- The **Headmistress** together with other members of the **Senior Leadership Team** when available) will supervise dismissal of the Senior School pupils via the School's Reception. Members of the **Senior Leadership Team** will be on duty until all girls have left the premises.

Contact with parents – iSAMS, website details, telephone conversations

- The School will give clear reasons why the school is closing early. We will state that girls will be dismissed in accordance with the information already provided by parents on the Emergency Closure Arrangement Form. We will state that, if this information has changed, they should contact the School to confirm what collection arrangements they would prefer. We will state that parents should only contact school if collection arrangements have changed. This ensures that the phone lines remain as clear as possible.
- The **Director of Marketing and Development** will organise for there to be a follow up email/ website notice explaining that there will be a message posted shortly to confirm whether the School is opening or not the following day.

Sharing the information with the staff and pupils

It is vital that staff keep girls in their classrooms / lessons until information is provided as indicated below:

- Staff will be informed that the School will close early via an emergency staff meeting called in the Senior School / Prep School staff rooms or PA Hall, if close to break time or lunch time. If the decision is made during lesson time, staff will be sent an email from the **Headmistress** detailing the emergency arrangements (i.e. that girls will be dismissed in accordance with information provided by their parents and at a set time). Until lessons are no longer viable, girls will remain in lessons.

- Those members of staff who may have problem journeys / live the furthest away or who may have childcare issues themselves will be sent home first. This will be determined and communicated by the **Deputy Heads**. Other members of staff will cover for colleagues.
- **The PA to the Deputy Heads and the Deputy Head (Academic)** will distribute mobile phones to girls during this time and before the time when school will close (Senior School only).
- In Senior School, Pupils will be taken to year areas with **Form Tutors or Subject Teachers** to collect school bags, coats etc. when directed by a member of the **Senior Leadership Team**. Girls will then return to their classrooms.
- Girls in the Senior School will be dismissed according to category to ensure that the Reception area is kept as clear as possible – e.g. those taking the bus, those leaving independently (Senior School only), those being collected etc. Dismissal will be made by senior members of staff, room by room to try and maintain good order in Reception.
- Pupils must sign out of Senior School before collecting siblings. They can only take younger pupils home if the Prep School has information confirming such arrangements.

Appendices – Examples of Communications

1. Statement to staff (text)

Due to heavy snow/adverse weather conditions, School will be closed today (insert date). Further details will be emailed regarding online learning by SE/ES.

2. Statement to parents (text)

Due to heavy snow/adverse weather conditions, School will be closed today (insert date). Online Learning will be provided. Please see the School website for further updates.

3. Email to parents re: Early Closure:

Dear Parents,

Due to the changes in(weather conditions), we are now in the process of sending pupils and staff home. As this has started, we are now pausing learning and your daughter will be looked after by members of staff on site.

Due to the time, we will not provide any online learning for the rest of the day. **OR**

Due to the timing, please anticipate that online learning will start at

Should you have any queries, please contact the School Reception via email. We ask that telephone calls are only regarding your daughter's movement from school to home to keep the welfare of your daughter our main priority at this time.

Regards,
Mrs C Wood / Miss E Scott

4. Statement for website plus follow up statement

Due to the adverse weather conditions, we will be closed today (insert date) to all staff and pupils. Online Learning will begin at (insert time) via Microsoft Teams. If you wish to contact School, please use the email schoolmail@aesg.co.uk.

We will continue to monitor and review the situation throughout the day. A decision will be made about reopening by (insert time).

5. Statement (pre-recorded) for School phone

Due to the heavy snow/adverse weather conditions, Alderley Edge School for Girls will be closed today to all staff and pupils. Further information will be available on our website www.aesg.co.uk throughout the day. Should you have any queries, please contact us via the email schoolmail@aesg.co.uk. Thank you.

For emergency closures for any other reason the same procedures will be followed.