

# Emergency School Closure Procedure for Parents and Students – 2025/26

This policy was reviewed November 2025

This policy is due to be reviewed July 2026

This policy applies to the whole school including EYFS

## Information for all year groups

## Contents

Procedure .....	1
Closure day work for students .....	2
Age-based expectations regarding the amount of work to be set .....	2
Summary of Expectations across all ages .....	3

## 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 Zeelo, 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 Senior students up to Year 10 will be able to see Google Classroom tasks via the Parents Portal <https://piperscorner.myschoolportal.co.uk/view-google-classrooms/>.

### 2. Google Meet

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. Teachers will plan appropriate home-based work. It is understood that practical subjects may need to set appropriate alternative home-based work if in-school projects and resources are unavailable at home.

- **Pre-GCSE, GCSE and A Level students**
- **Google Meet** links will be activated by teachers within every **Google Classroom** page. Online lessons must be provided from p3 on the first day of closure.
- Students are expected to join the class on **Google Meet** at the beginning of each timetabled lesson to register with their teacher. Registers will be maintained by teachers on ISAMS. These are taught lessons and students are expected to stay online and engage with the lesson as required.
- From day 2, all lessons will be online
  
- **Students in Years 7- 8**
- School work must be provided from p3 on the first day of closure. On the first day work will be set for all subjects according to the normal timetable using **Google Classroom**. As a guide work should be 30 minutes per teaching period so that students in Years 7 and 8 will have approximately three hours work on the first day. No additional homework will be set.
- From day 2, **Google Meet** links will be activated by teachers within every Google Classroom page and students/staff will be expected to follow the same guidelines as for the Pre-GCSE, GCSE and A-level students.
  
- **Prep Students**
- Only Maths and English work will be set on the first day of closure via **Google Classroom**.
- From day 2, work will be set for all subjects according to the normal timetable using **Google Classroom**. As a guide work should be approximately 30 minutes per teaching period, adjusted for different age groups, so that students will have no more than four hours work per day.
- If the school closure lasts for more than two days, students may be invited into video conferencing lessons following the same guidance as students in the senior school.

- **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	✓ P3 lessons onwards	✓ P3 lessons onwards
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	From day 3 as appropriate	From day 2	From day 1
Work expectations will be...	Reduced	Core subjects initially, then expanding to all subjects	Approx. 30 minutes 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.**

**Parents / Students will take into account that teachers may not have access to all resources and some subjects may not be able to continue their in-school activities.**

Mrs Ness-Gifford  
Headmistress