Turnfurlong Infant School

Emergency Closures Procedure 2026-27

This procedure concerns the forced closure of the school in non life-threatening situations e.g. burst pipes, heavy snow and the steps which will be taken to advise parents of the closure and measures taken to ensure the safety of children. The decision to close the school is taken by the Headteacher and Chair of Governors.

1 If circumstances prevent the opening of the school, its closure will be announced on the Buckinghamshire Council web page – https://closures.buckinghamshire.gov.uk/check-if-your-school-is-closed/

2 Parents will be informed by ParentMail of the closure and arrangements for home learning.

3 Parents will be informed on the school Facebook page of the closure.

4 If a closure is necessary at the commencement of a session and children arrive at school without parents, they will be supervised by the school until their parents can be informed. If the school premises are unavailable through some cause, children will be housed in the school hall until collection.

5 If circumstances require a complete evacuation of the site children will be accommodated at The Grange School and their location indicated by a notice on the school gate.

6 A register of those children who report to school will be maintained.

7 Children will remain with members of staff until the end of the school day or until collected by a parent or a parent's representative.

8 If a closure becomes necessary during the school day, children will be moved as circumstances dictate, to the school hall or The Grange School.

9 Announcements of the closure will be posted on the Buckinghamshire Council website and be sent to all registered parents via Parentmail. Children will be supervised in their new location until the end of school or until they are collected by a parent or a parent's representative. No child should be collected without informing the member of staff responsible in order that the child can be removed from the register.

10 A current list of pupils on roll and emergency contact numbers will be maintained off the school premises, to be available if access to the school premises is not permitted. A copy for this purpose will be held by the Headteacher together with class lists.

The Emergency response procedures will be followed in an incident that is potentially life threatening.

September 2026