

Queen's College Preparatory School (including Early Years Foundation Stage)

School Closure Policy



School Closure Policy

This policy should be read in conjunction with the Critical Incident Policy.

Queen's College Preparatory School (QCPS) will remain open, wherever possible, to avoid disruption to the outstanding education provided to our pupils.

However, in the event of disruption due to severe weather conditions, or other events, the school will always prioritise the health and safety of its pupils, staff and visitors. To best protect health and safety and to avoid confusion, a decision to close the school will apply to all classes, meetings and events. Only in extraordinary circumstances will exceptions be made by the Headmistress to permit certain classes, meetings, or events to occur.

Decisions to close the school (in circumstances other than severe weather) will be made in conjunction with the Principal and Chair of the Council of Queen's College, London.

Procedures

If the decision is to close, the Headmistress will immediately notify the following departments and individuals, in the order listed below:

Staff: If the school is not in session, the Headmistress will activate the emergency cascade list, and also notify staff via text (using Clarion Call) and email.

PA to the Headmistress & Registrar: The PA to the Headmistress and Registrar will notify parents via text and email.

Marketing Assistant: The Marketing Assistant will post information on the school website and via social media

Food Services: Chartwells' Catering Manager

Premises Team: Premises Manager

Communicating with the Community

Any decision taken to close the school will be made as quickly as possible by the Headmistress, and communicated to all members of the school community in the following ways:

1. **Text Message and Email** – Parents should ensure the school has up to date mobile telephone numbers and email contact details for nominated family

members. The text system is periodically tested to ensure that communication lines remain open.

2. **School Website** - Details will be posted on the school website as soon as possible <http://www.qcps.org.uk>.
3. **Social Media** - Details will be posted on the QCPS Twitter and Facebook pages as soon as possible.

If severe weather or an emergency situation should develop during the day, the school will aim to remain open until the end of the school day. However if this is not possible parents will be contacted by text message, email or telephone and asked to collect their daughter, as soon as possible.

To avoid confusion and inconsistent and unauthorised messages, the Headmistress will distribute ALL closure announcements. Pupils, staff, parents, governors and visitors should always use the website announcement and text messages as their source of the most up-to-date and authoritative information.

Priorities during a closure

Priority #1: Protecting the health and safety of pupils and staff

Priority #2: Sustaining business continuity and proper function of facilities, with the goal of minimizing health risks, damage to equipment, or loss of data that may result from lack of attention during a closure.

Priority #3: For closures of more than one day - providing a remote alternative to the previously-scheduled academic activities of pupils, to enable learning to continue at home.

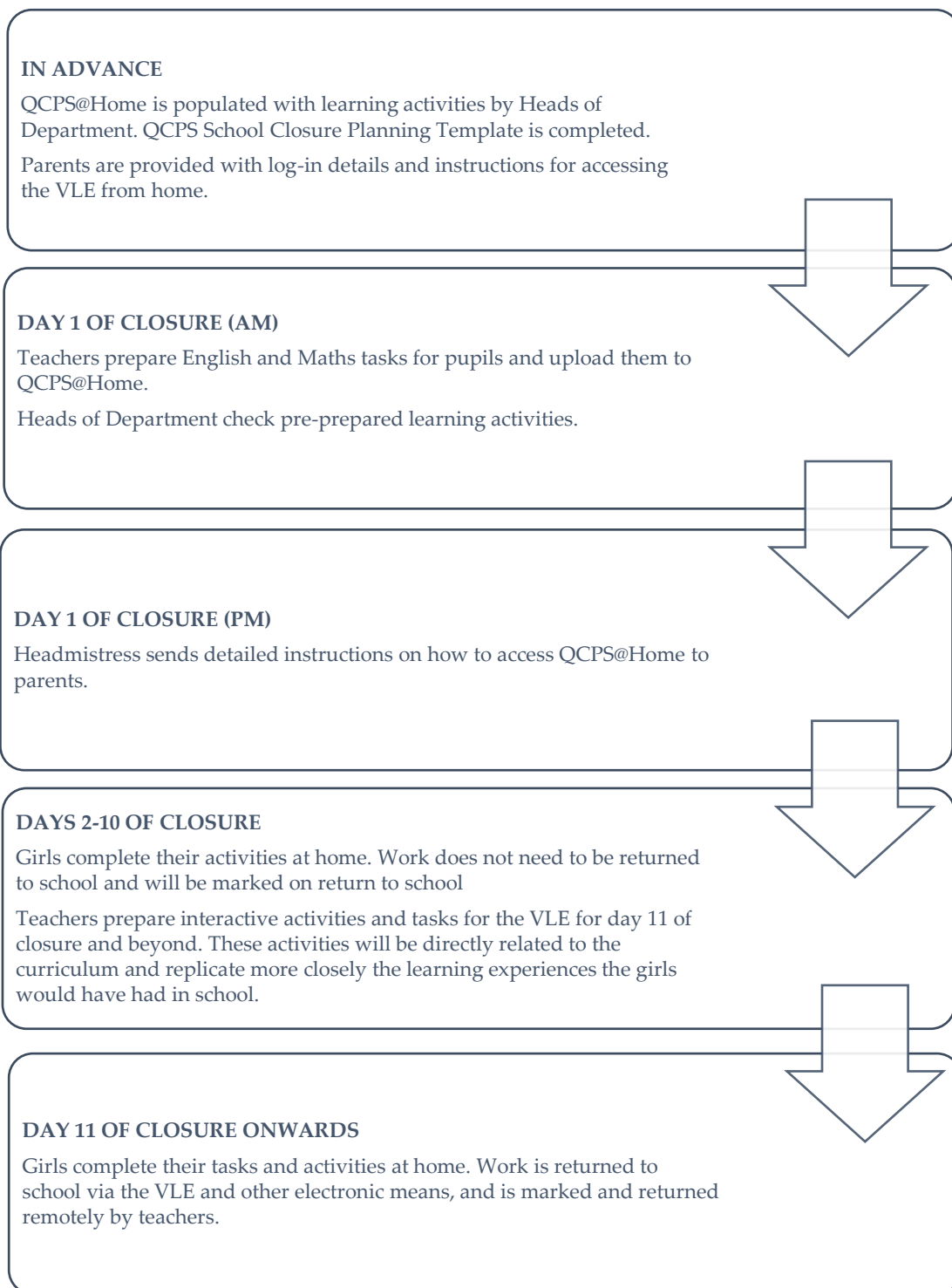
When major incidents or severe weather conditions are predicted, members of the school community (pupils and staff) are encouraged to anticipate the possibility of closure by taking home with them materials that they might require for their work. Staff receive training to ensure they can access school systems, communications and data from home.

Remote Working - 'QCPS@Home'

In the event that QCPS is closed for more than one day, pupils will be provided with work to complete at home through the Firefly Virtual Learning Environment (VLE). The pre-prepared 'QCPS@Home' section of the VLE will be activated and parents will be sent instructions on how to access the learning activities set for their daughter. The process for activating remote working can be found in the appendix.

Appendix 1 - 'QCPS@HOME' Activation Process

'QCPS@Home' contains pre-prepared 'standalone activities' for all year groups, in all curriculum areas, for pupils to complete over a two week period. These activities are related to the curriculum for each year group and are set at the appropriate level, but can be completed at any point in the academic year. English and maths activities will be set by teachers at the time of closure, and will be directly linked to their current learning in school.

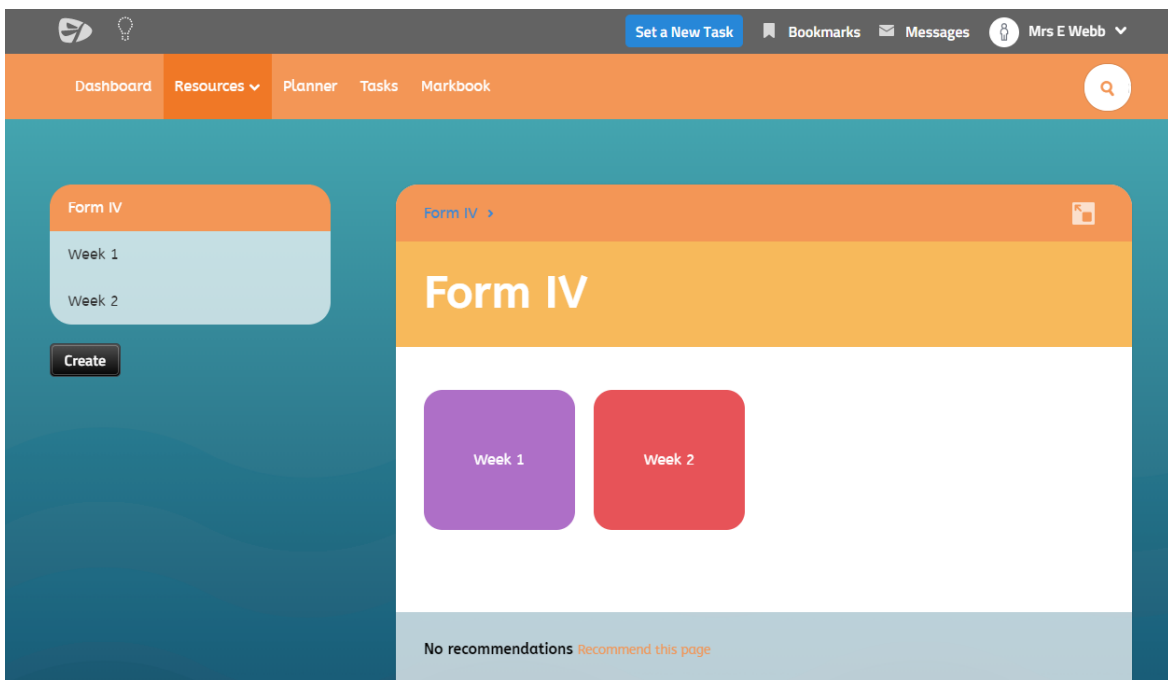
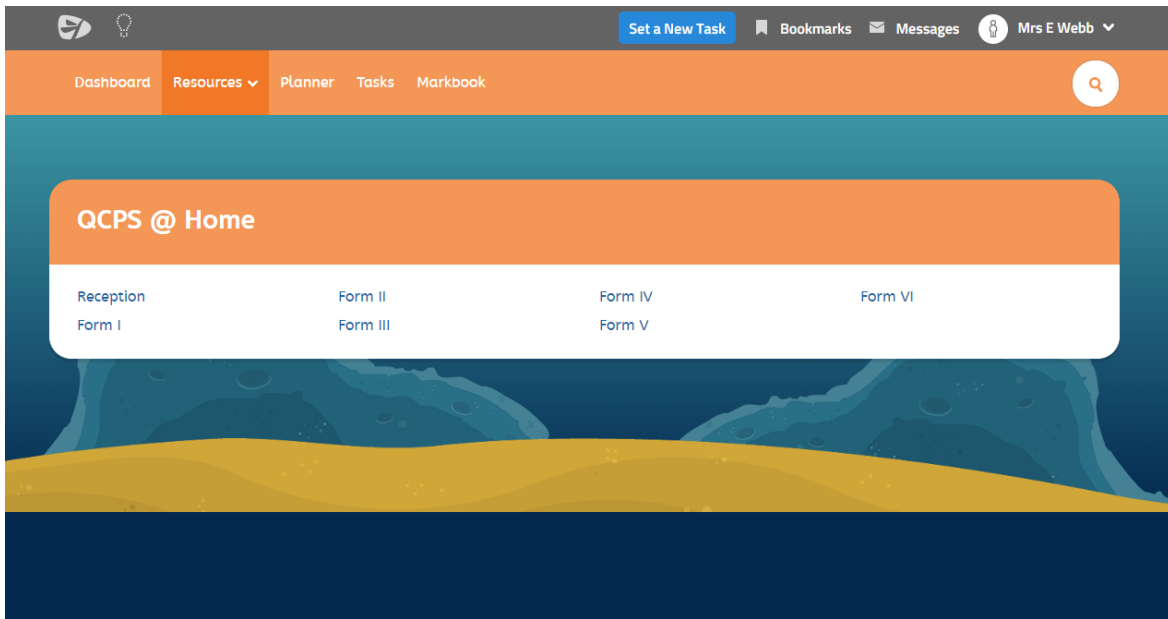


Appendix 2 - 'QCPS@HOME' Planning Template Example

EXAMPLE – FORM IV WEEK 1

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Maths <ul style="list-style-type: none"> Mathletics 	Maths <ul style="list-style-type: none"> Mathletics Times Table Rock Stars 	Maths <ul style="list-style-type: none"> Mathletics Non-Verbal Reasoning 	Maths <ul style="list-style-type: none"> Mathletics 	Maths <ul style="list-style-type: none"> Mathletics
English <ul style="list-style-type: none"> Reading Eggs Short writing task 	English <ul style="list-style-type: none"> Reading Eggs Cave Reading Comprehension 	English <ul style="list-style-type: none"> Reading Eggs SPAG task 	English <ul style="list-style-type: none"> Reading Eggs Extended writing task 	English <ul style="list-style-type: none"> Reading Eggs Verbal Reasoning
Science <ul style="list-style-type: none"> States of Matter 	Geography <ul style="list-style-type: none"> Map Reading 	Science <ul style="list-style-type: none"> Circuit diagrams activity 	History <ul style="list-style-type: none"> Castles – Maze activity / build your own castle 	Computing <ul style="list-style-type: none"> Dash and Dot Robots
PSHE <ul style="list-style-type: none"> Celebrating Differences – optical illusions 	Art <ul style="list-style-type: none"> Draw or paint a picture based on Picasso 	Music <ul style="list-style-type: none"> Instruments of the orchestra activity 	French <ul style="list-style-type: none"> Vocabulary revision 	RE <ul style="list-style-type: none"> Jesus and his disciples worksheet
PE <ul style="list-style-type: none"> Cosmic Yoga 	PE <ul style="list-style-type: none"> Rules of Netball 	Dance <ul style="list-style-type: none"> Inspirational Dancers Activity 	PE <ul style="list-style-type: none"> Cosmic Yoga 	PE <ul style="list-style-type: none"> The Olympic Games

Appendix 3 - 'QCPS@HOME' Firefly Page Examples



Set a New Task | Bookmarks | Messages | Mrs E Webb

Dashboard | Resources | Planner | Tasks | Markbook

Form IV

Week 1

- Day 1
- Day 2
- Day 3
- Day 4
- Day 5

Week 2

Create

Form IV > Week 1

Week 1

- Day 1
- Day 2
- Day 3
- Day 4
- Day 5

Set a New Task | Bookmarks | Messages | Mrs E Webb

Dashboard | Resources | Planner | Tasks | Markbook

Form IV

Week 1

- Day 1
- Day 2
- Day 3
- Day 4
- Day 5

Week 2

Form IV > Week 1 > Day 4

Day 4

Good morning Form IV!

Please click on the links below to complete your work for the day.

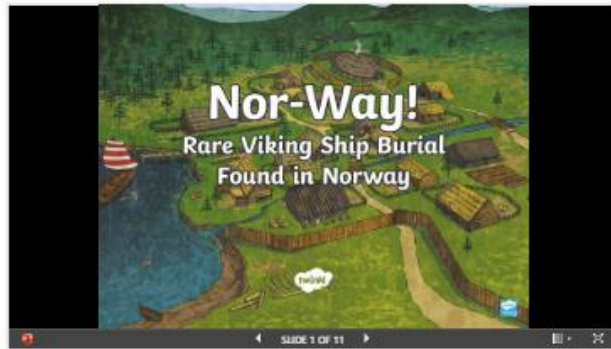
- English
- French
- History: The Vikings
- Maths
- PE

Edit Page

History: The Vikings



★ Watch the presentation below to find out more about the discovery of a Viking Ship in Norway.



[Viking Ship Discovered.pptx](#) 3mb

? Now make a Viking Longboat Model using the template below.

[Viking Long Boat Paper Model.pdf](#)

No recommendations [Recommend this page](#)