

**Whole School Emergency School Closure Procedure  
03.009**

**Standardized Cover Page of Internal policy**

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**Approval date:** 28<sup>th</sup> April 2010  
**Policy is:** PUBLIC  
**Archive number:** 100428\_03.009

## **Whole School Emergency School Closure Procedure**

*(in adverse weather conditions, the failure of an essential service or in the event of an outbreak of illness)*

### **Actions**

The Managing Director will, in consultation with the Board of Directors, decide whether a closure is necessary. He will then inform the Heads of Schools who will inform the teaching staff, administration staff and caretaker who will contact the cleaning staff. In the event of the Educational Director being unable to contact staff or school, then the decision to close will be made by the most senior member of staff available.

Parents will be rung by the teaching staff who are present and the administrative staff. The Bursar will inform the bus drivers that the school bus service will not run until further notice. The bursar will also inform all parents by e-mail and issue a daily bulletin.

### **Possible Emergency Conditions**

- Heavy Snowfall or Hurricane
- Flooding
- Mains water failure
- Electrical failure
- Illness

Staff living nearest to school are requested to make every effort to reach the school in the event of bad weather in order to attend to children who may turn up.

### **Important points**

- All schools must keep accurate and up to date emergency contact files on all their children.
- All managers and teachers should have correct telephone numbers for members of staff. These should be kept at home.
- It must be understood that it is impossible to prepare for every situation and eventuality. A good deal of flexibility and initiative must be built in.
- Parents should know that in the event of any emergency condition that they should check their emails.

The Senior Management Team

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**Standardized Acknowledgment list of Internal Policy by the Board**  
*Standardizované prohlášení o Vnitřním předpisu „Boardem“*

**Author/ Autor:** John Bagust  
**Superiors name/ Jméno nadřízeného:** Michal Bočan  
**Approval date/ Datum schválení:** 28<sup>th</sup> April 2010  
**Policy is/ Vnitřní předpis je:** PUBLIC/VEŘEJNÝ  
**Archive number/ Archivační číslo:** 100428\_03.009

## Standardized Acknowledgment list of Internal Policy by the Board of Directors

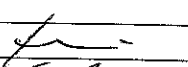
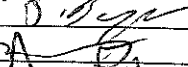
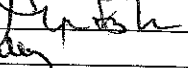


### Standardizované prohlášení o Vnitřním předpisu „Boardem“

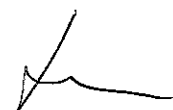
The member of the Board of Directors accepts and by signature acknowledges enactment of Internal Policy name: **Whole School Emergency School Closure Procedure**  
Number: **03.009**

I, a member of the Board of Directors declare that I am familiar with the Internal Policy, and I will inform managers and employees in my line of management about its existence and /or update.

Členové „Boardu“ **PŘIJÍMAJÍ** a svým podpisem **STVRZUJÍ** platnost vnitřního předpisu.  
Název: **Whole School Emergency School Closure Procedure**  
Číslo: **03.009**

Zároveň **PROHLAŠUJI**, jako člen „Boardu“, že jsem se s vnitřním předpisem seznámil/a, a budu o jeho vzniku a/nebo aktualizaci informovat jednotlivé manažery a zaměstnance, kteří jsou v mé kompetenci a zodpovědnosti.

School/Department Škola / Oddělení	Name and Surname Jméno a Příjmení	Signature/ Podpis	Date /Datum
Finance, ICT, HR	Michal Bočan		18/8/10
Head of Primary Schools	John Bagust		18/8/10
Head of Senior School	Tim Roberts		18/8/10
Marketing, Admission	Fraser Litster		18/8/10
Sourcing and Services, Office	Lenka Bizdrová		22/8/10

  
Ing. Michal Bočan  
Managing Director Executive head  
Výkonný ředitel/Jednatel

Date/Datum: 26/8/10