



School continuity and closure policy and plan (e.g. for power cuts and extreme weather)

Reviewed by senior leaders

September 2026

Reviewed by advisory board

September 2026

Next review due

September 2027

Introduction

- We are committed to doing all we can to maintain continuity of provision if it is safe to do so. Sometimes, however, events beyond our control make this challenging, such as infrastructure failure, extreme weather events, road closures and health emergencies.

In-day disruption

- Sometimes, infrastructure failure (e.g. electricity, water) occurs during the school day. At the Senior School, for example, the premises are affected by power cuts two to three times during the academic year; these often result in a partial power loss affecting specific areas of the building, but sometimes include a whole-campus outage, which includes water pump failures for toilet and washing facilities.
- In the case of unexpected infrastructure failure, in the first instance teaching continues as usual and senior leaders will contact the relevant authorities (e.g. electricity supplier) to confirm the estimated duration of the outage.
- If infrastructure failure occurs in the mid-afternoon, the school day will conclude as usual.
- If infrastructure failure occurs before lunchtime and only part of the premises is affected, lessons may be relocated within the building. Messages will be relayed accordingly.
- If infrastructure failure occurs before lunchtime, the entire site is affected, and the available information confirms resolution is not imminent, the decision may be taken by the Principal or Headteacher to implement a partial or full closure.
- At both school sites, parents will be informed by both text message and email about the closure affecting their child. If the infrastructure failure has affected phonelines, calls from parents will be automatically diverted to the school mobile phones kept in the offices.
- At the Preparatory School, messages will be relayed to staff and pupils in each classroom. At the Senior School, the hand bell will be rung and everybody will assemble on the piazza for a briefing. Pupils will then return to their form rooms with their form teacher.
- At the Preparatory School, the usual end-of-day procedure will be implemented and pupils will be taken to their parents' cars as and when they arrive.
- At the Senior School, pupils will be signed out by their form teachers upon receipt of written permission (text or email, including via pupils' mobile phones) from parents. Pupils must not leave the premises without permission. After approximately 30 minutes in form rooms, the day will continue as scheduled, with remaining pupils returning to their lessons, where the timetabled teacher will supervise them until they are collected, or until the end of the school day. Pupils must not wait on the piazza; they are to remain in classrooms and will be supervised until notified when their parent arrives to collect them. Staff will

continue to supervise pupils if they are unable to be collected until the end of the day.

Planning for likely/imminent disruption

- If one or both of our school sites must close and this is known about in advance, parents and carers will be informed (by text message and email) as soon as possible, and teaching will move online. Lessons will be taught wherever possible as per the usual timetable via Zoom, with some resources and work tasks available via Satchel One.

Using Zoom for online learning

- Teachers will, according to the usual timetable, create and email links for lessons using Zoom.
- Pupils should access their lessons as follows:
 1. Access your school email (firstname.lastname@stjohnsprepandsenior.co.uk)
 2. Before your lesson starts, check your emails for the invitation links. Please join the lessons ('meetings') according to your timetable by clicking on the link within the email. Usually, these invitations arrive five to 10 minutes before the lesson begins.
 3. Ensure you are dressed in school uniform – blouse and ribbon for girls and shirt and tie for boys, plus school jumpers if you wish.
 4. Be respectful and on time. The lesson will be 'locked' once everyone is present or after a couple of minutes.
 5. Switch your camera on and leave it on for the entirety of the lesson.
 6. Do not use any non-essential electronic devices during lesson time.
 7. There is to be no communication between pupils during lesson time unless asked for by the teacher.