Closure of School Facilities Policy

Our Mission

We provide a learning experience and environment at Maria International that fosters creativity and excellence. Whilst providing supportive, stimulating and relevant lessons and resources within the context of the British style international curriculum.

Our school will be a caring place where adults and children are valued equally. Our aim is to create an environment where children and the whole school community will be inspired to be resilient, respectful, compassionate and act with integrity.

Our children will learn to respect themselves and others in an atmosphere of high expectations where they are nurtured and dare to make mistakes

We will strive to create opportunities for students to have a well-rounded school and learning experience, where they can develop critical thinking skills and work in collaboration with others.

Our Values

Resilience - We will handle adversity and problems with a mentality that enables us to keep going and do better.

Respect - We treat others with dignity, empathy and equality through our words and actions.

Compassion - We are kind, caring and will help everyone to be the best they can be.

Integrity - We are open, honest and act with good morals and ethics in all situations.

Responsibility - We ensure our own work, learning and duties are completed in a timely manner and to a high standard

Introduction

At Maria International, it may be necessary to close the school facility in cases of inclement weather, lack of power, facility problems, crisis emergency, national event or pandemic. When these occasions arise it is the duty of the Headteacher, in conjunction with the Maria International Owners and Board of Governors, to evaluate the situation and determine how long the school facilities should be closed for, and develop a plan that will explain how the students and staff will conduct their school day and how to open the facilities again. When possible the Headteacher should jointly decide the closure of the school facilities with the Maria International Owners and Board of Governors, however in the unlikely event that this is not possible and the health and safety of the Maria International students and Staff is at risk then the Headteacher

can unilaterally close the school facilities but will notify the Owners and Board of Governors as soon as possible.

Informing Parents/Guardians and Staff

When a decision to close the school facilities has been made then parents/guardians can be informed in the following ways:

- Email to all parents/guardians
- Use of notification through the Maria International social media accounts
- Text messages and Phone Calls
- Update on the school website

In line with Maria International's emergency situation planning, various contact details are stored both electronically and on paper to ensure details are easily available. It is therefore important that all contact details are updated regularly with any necessary changes and tested to ensure that contact with parents/guardians in an emergency is possible. As a result Maria International will:

- Annually test the text message function to ensure all parents can receive emergency notifications
- Staff contact details will be tested and shared amongst the senior leadership for use in emergencies
- A confidential list of parent/guardian and staff contacts are securely kept and maintained
- Homeroom teachers are responsible for ensuring that the contact details for their students are accurate and up to date
- The office/administration will keep a printed master copy of all contact details for reference use in an emergency situation

During School Closure

Depending on the nature and duration of the closure of the school facilities, Maria International may still require staff to come into the school facilities each day or remain in their own residences. This will depend on the circumstances of the closure at that moment in time. Regardless of the decision made, staff may still be asked to provide schoolwork to their students and advice to parents to ensure that the students have meaningful and educational work to complete throughout the closure of the school facilities.

After the initial announcement to close the Maria International school facilities, the Headteacher will aim to write at greater length to explain the current situation via a notice on the school website and in a mass email to parents. The explanation will:

- Explain the reasons for the closure
- Details about when the school facilities may be possible to be opened again

- The plans for providing 'online learning' as referenced in the Maria Internation Online Learning Policy
- Information about how the school will keep in contact with parents/guardians and students to provide further updates

Reopening The School Facilities

The decision to reopen the Maria International school facilities will be taken by the Headteacher and the Maria International Owners and Board of Governors. As soon as a decision is reached parents/guardians, staff and students will be contacted using the means of communication stated above.

Throughout the duration of the school closure, students will not be marked absent on the attendance register providing that they are following the guidelines given to parents/guardians, staff and students regarding online learning for the period of the school closure. When possible, and not disruptive to the learning experience of the students, staff are encouraged to engage in dialogue with the students regarding the closure of the school as there are a number of areas, which depending on the age of the children, may be relevant to learning and which can be linked to National Curriculum objectives.

It is the aim of Maria International to have policies related to the possible closure of school facilities and the resulting school operations clearly written and available for all to read. In conjunction with the policies it is the aim of Maria International to communicate clearly, professionally and with enough lead time before closing the school and to support a process that provides an opportunity for those most affected to be involved before any decision is made.

Review and Evaluation

This policy is to be renewed, evaluated and appropriately updated annually by the Maria International leadership team and Head Teacher.

Date of next review: 15/08/2025

Prepared/Updated by: Yara Barsoum **Date**: 30/11/2024

Approved by: Nicholette Vicol **Date**: 02/12/24

This policy is to be reviewed **annually** and updated as and when relevant changes occur.