

6th February 2025

Department: Education
Contact Name: Paula.doneghan@slough.gov.uk
Contact No: 01753 875769
Email: paula.doneghan@slough.gov.uk

Dear Headteacher

Re: Updated School Closure Notification Process

I would like to take this opportunity to remind you of the school closure procedures to be followed in the event of unforeseen circumstances or extreme weather during winter.

Should your school need to close for any reason, a completed school closure notification form must be sent by e-mail to ed.help2@slough.gov.uk. You must also ring the schools' emergency line on **01753 875900** to discuss your closure with a member of staff. A copy of the notification form and process is attached to this letter.

We recommend you keep copies of these close to hand.

It is important you ring 01753 875900 in an emergency **between the hours of 9.00am – 5.00pm** for closure and **not** individual members of staff, as the emergency line is covered between these times.

For emergencies between **6.00am – 9.00am** and **5.00pm to 11.00pm**, (i.e. extreme weather causing closures) please call **07973 835052**. Please do not use this number at any other time.

Upon receipt of notification of a school closure, SBC's communications team will update the Slough Borough Council website and notify local radio stations. Please rest assured, processes are in place to notify local radio stations outside of normal office hours, so you do not need to contact them directly.

A streamlined reporting process via SBC's communications team ensures we have an accurate picture of the situation across Slough, particularly in the event of multiple school closures.

If you have any queries or concerns, please don't hesitate to contact me on 01753 875769 or by e-mail on paula.doneghan@slough.gov.uk.

Yours sincerely

Paula Doneghan
In-Year and Fair Access Team Leader

SCHOOL CLOSURE NOTIFICATION PROCESS

An incident / event occurs, and the school needs to close. To notify the Local Authority, you must:

- Telephone the school emergency line on **01753 875900** between the hours of **9.00am – 5.00pm** or on **07973 835052** between **6.00am – 9.00am** and **5.00pm to 11.00pm**.
- E-mail the school closure notification form to ed.help2@slough.gov.uk
- Inform the LA as soon as the decision is made to re-open

REMEMBER:

- Keep copies of the school closure form and notification process close to hand.

SLOUGH SCHOOLS EMERGENCY PHONELINE:

01753 875900 between the hours of **9.00am – 5.00pm**

07973 835052 between **6.00am – 9.00am** and **5.00pm to 11.00pm**.