

11 January 2018

**Department:** Business Support Team  
**Contact Name:** Menhaz Hussain  
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Dear Headteacher

**Re: School Closure Notification Process**

We 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 etc...

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](mailto: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 or closure and not individual members of staff, as the emergency line has 24 hour constant cover and trips to SBC Careline outside of office hours or when other staff are unavailable.

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 be 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.

Please try to avoid contacting local radio stations 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 875724 or by e-mail on [menhaz.hussain@slough.gov.uk](mailto:menhaz.hussain@slough.gov.uk).

Yours sincerely

Menhaz Hussain  
Business Support Team Leader  
Business Support  
Tel: 01753 875724

### **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 (24 hrs) and advise of the school closure
- E-mail the school closure notification form to [ed.help2@slough.gov.uk](mailto: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.

#### **QUESTIONS / QUERIES:**

- School Closure Notification – Business Support Team – 01753 875700 or [ed.help2@slough.gov.uk](mailto:ed.help2@slough.gov.uk).

#### **SLOUGH SCHOOLS EMERGENCY PHONELINE:**

**01753 875900 (24 hrs)**