

The **GALLERY TRUST**



A community of special schools



**Bloxham Grove**  
ACADEMY

## **Emergency Closure Policy**

Written by:	June 2025
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Head Teacher:	Charlotte Roberts
Chair of LAB:	Sian Rodway



## **Introduction**

Bloxham Grove Academy is a special academy for children and young people, up to the age of 18, with complex special educational needs and disabilities. All of our students are individuals and we pride ourselves on taking a personalised approach to their provision. Students have Education, Health and Care Plans (EHCPs) and our area of expertise supports students with Moderate Cognition and Learning Difficulties, Autism and/or Social Emotional and Mental Health needs. All of our students have some form of cognition and learning needs.

Our students also have a wide range of secondary special educational needs including;

- Social Emotional and Mental Health needs
- Communication and Interaction needs
- Sensory and/or Physical needs

We are situated in Bloxham Village, approximately 3 miles outside Banbury and our vision is to support the needs of students who live in North Oxfordshire.

The Academy currently has 102 students on roll, and we will gradually increase our student numbers over the coming years. When full, Bloxham Grove Academy will have approximately 120 students on roll between the ages of 7 to 18, with students in Key Stages 2, 3, 4 and 5.

All our students are encouraged to fulfil their academic potential through a creative and engaging curriculum. This ensures that all our students are encouraged, valued and respected.

We are a member of The Gallery Trust, a special multi-academy trust based in Oxfordshire. The Gallery Trust is dedicated to providing outstanding education and support for children and young people with SEND.

This curriculum policy exists to ensure that students, parents and staff have a clear guide as to our aim for an outstanding curriculum offer for all our students at Bloxham Grove Academy.

## **Details about emergency procedures**

Within the limitations set out by statutory guidance and health and safety legislation and wherever possible, Bloxham Grove Academy will remain open during the school day to deliver education to its students. However, The Gallery Trust's Chief Executive Officer, Kay Willett, together with the school's Head Teacher, Charlotte Roberts, is authorised by The Gallery Trust's Board of Trustees to make the decision to declare an emergency closure when exceptional circumstances make it absolutely necessary and in the best interests of the students for the school to partially or fully close.

The health and safety of students and staff will always be paramount in decision making. Decision making will be based on a full and detailed risk assessment and will include consideration of what options are available, for example full or partial closure, changing opening and closing times etc.

### **Emergency closure of the school**

The following factors will be considered in coming to any decision to close Bloxham Grove Academy for exceptional or emergency reasons. These include:

1. Health and Safety Requirements (including adverse weather conditions): key questions for consideration include
  - can enough staff attend the school to ensure the safe and efficient running of the school?
  - have local weather forecasts and road conditions, including those for areas from which staff will be travelling, been reviewed to assist in planning for potential staff absence?
  - can students and staff access the school building safely?
  - can students and staff be evacuated safely in an emergency situation?
  - is the area designated for disembarkation from transport safe for students?
2. Student/Teacher/Support Staff Ratios: key questions for consideration include
  - if a number of staff cannot attend, is the number of staff available for work acceptable to run the school efficiently and safely given the needs of students?
  - does the student to staff ratio indicate that there could be a partial school closure or a full school closure?
3. School closure as the result of a pandemic (for example COVID-19)
  - schools may have to close because insufficient appropriately trained and specialist staff are available to ensure the safety of students or because of a central decision to close all schools in an area. Schools have always had to be ready to respond at short notice to the need for emergency closures for one reason or another. The difference is that the frequency, length and significance of these episodes may be greater than previously experienced.
  - local decisions about whether or not to close schools should be based on the number of appropriately trained staff available to ensure that the health and safety of students is not compromised. Judgements about how many staff are needed to ensure the safety of particular numbers of students will need, as ever, to be made locally, taking into account the nature of students

concerned, including their medical or pastoral needs, and the number of staff available.

- the consequences of large-scale school closures are significant given the consequences for parents and carers who would otherwise be at work.

Closure will always be regarded as a last resort and the school is committed to following guidance from the Department for Education and Public Health England.

### **Communicating the decision to close the school**

The Head Teacher will carry out a risk assessment and the decision to close will be made wherever possible by 7.15am or at the earliest opportunity and communicated to the school's Integrated Transport provider, and parents via our usual methods of communication. The decision will be published on the school's website. In the event of a whole school closure local radio stations will be informed.

Information about emergency and planned school closures is published on the County Council website <http://www.oxfordshire.gov.uk/schoolclosures> . This is the main source of up to date countywide information about school closures and is a key resource especially in times of widespread closures, for example, as a result of severe weather conditions.

### **Remote Learning in times of a School Closure**

Please see our separate guidance *Remote Education Provision: Information for Parents and Carers* for information about how we support students during a school closure.