



**British International School**  
of Ljubljana  
an Orbital Education School



# **Closure of School Facilities Policy**



The British International School of Ljubljana promotes our values of EXCELLENCE, RESPECT, RESPONSIBILITY, INTEGRITY AND COMPASSION throughout this policy.

### Our Mission

We provide a **high quality British style international education** in English, balancing tradition and innovation.

We aim to be the internationally recognised, **outstanding educational choice** for families in the region.

Our passion is creating a **positive, safe and nurturing learning environment** in which everyone is valued as individuals, empowering them to be versatile, motivated and caring people.

We will endeavour to **create opportunities** to develop creativity, collaboration and critical thinking skills through an **inclusive and personalised experience**.

### Our Values

**Excellence** - We strive for excellence in everything we do.

**Respect** - We learn at school by showing respect to everyone in the community

**Responsibility** - We are engaged, promoting actions and behaviours that support a sustainable future.

**Integrity** - We are transparent, honest and ethical in all our relationships.

**Compassion** - We are kind and caring, encouraging everyone to succeed.

It may be necessary to close the school facility for inclement weather, lack of power/or any other facility problem, crisis, emergency, or national event.

It is the responsibility of the Principal, in conjunction with the Board, to evaluate the situation and determine if the facility should be closed, for how long it should be closed, and develop a plan. Where practicable, the Principal should seek the approval of the Board before closing the school.

Such a plan will be developed after consideration of:

- enrolment, by age group;
- summaries of space utilisation in current facility;
- consideration of maintenance and operating requirements;
- evaluation of traffic patterns, travelling distances, etc.
- consideration of special problems, including and analysis of proposed transfer of students and staff if the school were to be closed.

### **Informing Parents and Staff**

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



- email notification all parents.
- use of other active social media accounts (e.g., Facebook, Classlist).
- text messaging to parents.
- a notice on the school's website (if needed).

As part of the school's planning for emergency situations various contact details will be maintained as electronic and paper copies:

- The text messaging service will be tested annually during Term 1
- An Emergency Tree/Chain of command shared with SLT, checking all staff mobile numbers are updated
- A confidential list of staff telephone numbers, emails and addresses is maintained and
- Each Class Teacher/ Form Tutor will keep a printout of all his/her class parents contact details
- The school office will keep a master copy printout of all parents' contact details.

### **During School Closure**

Depending on the nature and duration of the closure, the school may ask staff to continue to come in each day or advise them to remain in their own accommodation. Whatever the decision, Class/ Subject Teachers may be asked to provide schoolwork or advice to parents (as appropriate) to give the children something meaningful to do during the closure.

After the initial announcement the Principal will aim to write to parents at greater length to explain in the next newsletter:

- the reasons for closure in more detail
- when the school will re-open
- the plans for providing 'distance learning' by class/ subject teachers if needed
- information about how the school will keep in touch and provide updates if it is closed for a longer period.

### **Re-opening the school**

The decision to reopen the school will be taken by the Principal in consultation with the Board. Parents will be informed as soon as possible using the communication means listed above.

Students will not be marked absent in the school's register during the period of closure. When appropriate, teachers will be encouraged to talk with the children about the situation causing the closure. 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 intent of the Board to make any of its policies related to school closure clear to all concerned, to provide ample lead time before closing school, and to support a process that provides an opportunity for those most affected to be involved before any decision is made.

### **Policy Review**

The Principal and Senior Leadership Team and Regional Head of Schools (on behalf of the Board) will undertake a bi-annual review of the School Closure Policy and Procedures though any deficiencies or weaknesses in these arrangements will be remedied without delay.



**British International School**  
of Ljubljana  
an Orbital Education School



**Due for Review:**

08/07/2023

**PREPARED BY:**

Principal -

08/07/2021

Revised by Michael W Clack RHoS

08/07/2021