



Emergency Closure Policy:

In very exceptional circumstances, a workshop or club may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

Serious weather conditions (combined with heating system failure). Burst water pipes.
Discovery of dangerous structural damage.

Fire or bomb scare/explosion.

Death of a member of staff.

Serious assault on a staff member by the public.

Serious accident or illness.

In such circumstances, Duncan and the staff will ensure that all steps are taken to keep both the children and themselves safe.

All staff and children will assemble at the pre-arranged venue, where the register will be taken. Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure.

All children will be supervised until they are safely collected.

Snow:

If there has been a snow-fall locally to XYZ Music Academy LTD and its associated schools, parents are advised to check if schools are still open and to check text messages and emails.

Also check with admin@xyzmusicacademy.com in case you are unsure. XYZ Music Academy LTD tuition will not take place if staff are unable to make it into work.

Announcements about school closures are made on the Bucks County Council Website.

Heatwave:

If the temperature is over 30 degrees and there is no shade, children must stay indoors. When indoors if the temperature is the same as outdoors and staff can not cool the setting, which the children are in. The XYZ Music Academy administration team will inform parents that lessons will not be able to take place.