OXFORDSHIRE COUNTY COUNCIL

School Closure Requests Changes – Information document

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Brief overview

School Closure requests will be submitted through a new online form. This will replace the use of the current submission via the MS From link. The current MS Form will still be live as a precautionary for the changes and then removed when necessary.

We will expect the new form to be used from **Monday 4th November 2024.**

Expect the link to the School Closure Form to be accessed via the School Intranet platform for easy access.

We now look to inform interested parties of when the school is expected to re-open instead of daily, single closure requests submitted, resulting in only one submission for the duration of the school closure.

The Oxfordshire County Council public school closure website will be updated with key information for each request about the school, including Status, Reason Date closed from to Date expected re-opening, and details that are provided by the school. E.g. Partial closure for Year 3 classes.

Guidance

The new online form will be the single channel to report a school closure to Oxfordshire County Council. All types of closure must have a submitted form.

1. Access the form through a link on the Schools Intranet page (link will be uploaded before 4th November).

2. Enter specific details relating to your school and the school's representative who is completing the form.

3. To find your school, begin to type in your school and then select from the list that shows up. Your school's DfE number will appear when selected.

4. Choose the specific reason your school is closed from the list provided. If your reason is not shown, please select other and include the reason within the 'Closure details' section.

5. Select whether the school is closed to all or partially closed areas of your school/classrooms. Closed = Full Closure, Part open = part of school is closed for specific classes/years.

6. Provide the necessary detail in the form about the school's closure to support the Reason and Status.

7. Choose the date the school is closed from and select when you expect the school to reopen. For 1-day closures, select reopening date as the next school day. E.g. Monday closure, Tuesday reopening; or, Friday closure, Monday reopening. To extend any school closures, submit another form with the same details and adding in EXTENSION REOPENING in the 'Closure details' so OCC are aware.

8. Complete the form by adding in the closures Code word. This must be the text word, and underscore, then the school's DfE number attached to the school. **E.g. WORD_1234 (TEXT, UNDERSCORE, NUMBERS)**. This will be used to validate the legitimacy of the school closure to increase security when completing. OCC will reference this Code word to report and support the closure. Any **INVALID** Code words will result in OCC contacting the school about the inaccurate school closure form.

Images of the new form

First name

Last name

Job title

Email address

Telephone

School

Fields to be entered from school representative for closure request.

Telephone

School

John

John Blandy Primary School
John Hampden Primary School
John Henry Newman Academy
John Mason School
John Watson School
St John Fisher Catholic Primary School, Littlemore
St John the Evangelist CofE VA Primary School
St John's Catholic Primary School
St John's Primary School
St Mary and John Church of England Primary School

Enter the school's name via a directory choice when start typing the name.

Reason for closure

- Select -

- Select -
Building work
Covid-19
Electricity supply
Fire
Flooding
Gas supply
Heating failure
Severe weather
Snow/ice
Staff sickness
Training
Water supply
Other

The selected school will include the DfE number of the school automatically.

Reasons for the closure is a drop-down choice to select.

Closure status

○ Closed

○ Part open

Closure details

[text area]

Closure status is for full closure of the school or partial closure with details for both types of closure required.

Date closed from

[dd/mm/yyyy 🗓]

Date of expected reopening

[dd/mm/yyyy 🗓]

Code word

[text field]

Send your message

Apply the start date of the closure and the expected reopening date *(any extension of closure, a new submission is required with the new reopening date, including the same reason, and "EXTENSION REOPENING DATE" titled in the closure detail).*

Enter the known code word and submit your request by clicking 'Send your message'.

Full Form layout

Notify us of a school closure

Complete this form to notify us of a closure of your school.

Schools use only. Complete this form to notify us of a closure of your school and it will be published on the website for members of the public to see.

First name

[   ]

Last name

[   ]

Job title

[   ]

Email address

[   ]

Telephone

[   ]

School

[○]

Reason for closure

[- Select -   ▼]

Closure status

○ Closed

○ Part open

Closure details

[   ]
[   ]
[   ]
[   ]

Date closed from

[dd/mm/yyyy   📅]

Date of expected reopening

[dd/mm/yyyy   📅]

Code word

[   ]

[**Send your message**]