

## **POLICY FOR MANAGING THE SCHOOL DURING A FLU PANDEMIC OR SIMILAR EVENT**

### **Statement of intent**

SMB will endeavour to balance the educational needs of our pupils with the requirement to provide the highest possible standards of health and safety. We will keep abreast of advice from the Government, the local authority, the Boarding Schools Association and the Girls Schools Association in making decisions in the light of developing circumstances.

The school will remain open as long as it is judged to be safe.

Information for parents and guardians will be available on our website, and new developments will also be communicated by e-mail to those who have supplied e-mail addresses.

In the event of an increasingly serious threat to the local area, or the school community, the Senior Team will meet regularly to determine what actions are necessary to protect the girls, and meet their educational needs.

### **Long term preparations**

- Parents are regularly requested to ensure that correct and up-to-date contact details are sent in to the school office (Head and admin staff).
- Catering staff maintain stocks of food to feed residents should supplies of food fail or become irregular, or should residents be confined to the premises. (Bursar)
- Housekeeping staff will hold extra supplies of disinfectants to clean surfaces and reduce the risk of spreading disease by contact during a pandemic. (Bursar)
- There will be regular reviews of planning at Senior Team levels. (Head/Bursar)
- Teaching staff will develop projects, research tasks and revision exercises which can be issued via the school intranet / e-mail to pupils in the event of school closure. (Heads of Departments)
- From September 2009 the IT Manager will prepare group e-mail addresses for all teaching groups. (IT Manager)
- Teaching staff will ensure they have contact details for colleagues within departments to enable them to spend time on planning and preparation in the event of a school closure. (Heads of Departments)
- School Nurse will monitor the spread of infections world and country wide, and brief the Head when necessary. (School Nurse)