

School Closure Policy

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| Date of Current Live Version: | 12 th January 2026 |
| Version Number: | 6.5 |
| Policy Reference: | SP-MW-010 |
| Policy Owner: | Head of Estates and Facilities |
| Additional Reviewer(s): | Headmaster, Head of Prep, Head of Nursery, Deputy Heads (Senior School), Director of Finance and Resources, H&S Manager |
| Governing Body Reviewed/Approved: | No |
| Published on College Website: | Yes |
| Regulatory References: | |
| Other policies referred to: | |
| Date of Next Review: | September 2026 |

1.0 SCHOOL CLOSURE

- 1.1 The full or partial closure of Lingfield College (including Prep, Nursery, and Sixth Form) is a last-resort measure, typically taken on health and safety grounds. Closure may be necessary when circumstances compromise the School's ability to provide a safe and secure environment for pupils and staff.
- 1.2 Most closures are foreseeable and occur before pupils arrive. Common causes include:
- Severe snow or ice,
 - Loss of essential services (water/power/heating),
 - Flooding or fire damage,
 - Other risk factors that cannot be safely managed.
- 1.3 This policy should be read in conjunction with the Nursery Closure Policy SP- MW-021.



2.0 WHOLE SCHOOL CLOSURE PLAN

In the event of circumstances that will require a consideration on school closure (see Section 1.2), the following plan will be activated:

2.1 DECISION MAKING & INITIAL COMMUNICATIONS

By 6:45am, the Headmaster and Head of Estates and Facilities will assess site safety and decide whether to close the School. If closure is confirmed:

- The Headmaster and the Head of Estates and Facilities will notify:
 - Head of Marketing (website/social media),
 - Director of Finance & Resources (transport & catering)
 - Headmaster's PA (parents/staff communication)
- By 7:00am
 - Head of Marketing will update the School's website and social media accounts
 - Director of Finance & Resources will cancel coaches and catering

2.2 PARENT & STAFF NOTIFICATION

By 7:00am, the Headmaster's PA will:

- Text all parents
- Head of Nursery will inform all Nursery parents via the FAMLY App.
- Email all staff across both Prep and Senior Schools

2.3 ACADEMIC CONTINUITY – SENIOR SCHOOL

In the Senior School, all subject teachers will be expected to upload relevant and detailed academic work to the classes they teach that day using the 'Set a Task' option on Firefly by 8.40am. Ideally the work set should not be entirely reliant on textbooks as students may not have the resources at home. Subject teachers should indicate in the task title that the work is 'Adverse Weather Work' so that it is not confused with their regular homework tasks. Departments may wish to have suitable work available on Firefly in case of unexpected bad weather.

- 2.4 In the event of school closure for more than one day, then lessons on subsequent days of closure will be taught remotely using Microsoft Teams, if practicable. The decision about remote lessons will be made by the Headmaster and communicated to parents via email. Where remote lessons are not deemed to be appropriate, then teachers will continue to set work on Firefly for the duration of school closure.

2.5 PREP SCHOOL PROVISION

In the Prep School, staff in Years Reception to 6 will aim to upload tasks to Firefly/FAMLY and where possible, if the closure is longer than one day, they may teach some virtual lessons via Microsoft Teams.

3.0 PLANNING FOR CLOSURE DURING THE SCHOOL DAY

In the event of severe weather, including snow, rain and potential flooding, the following action will be taken:

3.1 DECISION PROCESS

After checking the situation with regard to local transport, school coaches, catering and maintenance, a discussion will take place between the Head of the Prep School, Senior School Deputy Heads and Headmaster.



This discussion should include timings, collection arrangements and logistics. The Headmaster will make the decision if and when to close the School.

3.2 SITE SAFETY

The Maintenance team will take the necessary action to ensure the site is safe.

3.3 TRANSPORT & CATERING

The Director of Finance & Resources will:

- Contact coach companies and make arrangements for coaches to collect pupils early.
- Inform Catering that lunch may not be required, but that food might still be needed for children who cannot be collected early.

3.4 STAFF & PARENT COMMUNICATION

If the decision is taken to close the School:

- Staff will be informed via an email from the Headmaster's PA and also by the Deputy Heads/Head of Prep School, and other members of staff who will go around classes informing students and teachers of the plan (see details in 3.7 below for the Senior School).
- The Head of Marketing will post a notice on the School's website and social media platforms.

3.5 Parents will be contacted via both email and text with the news of the School closure and relevant collection timings. There will be at least an hour's lead time, and arrangements will be given regarding the collection of children and lunches. The email and text will be sent by the Headmaster's PA, who is responsible for sending this out for the Prep School and the Senior School.

3.6 PREP SCHOOL PROCEDURES

- Prep School Pupils will remain with their teachers until they are collected,
- As numbers reduce, pupils may be grouped by year groups. They can then be taken to the Assembly Hall for an activity/film or Art, and parents should collect from there.
- All children must be signed out.
- The Head of the Prep School and Senior Management will remain until all pupils are collected.
- Staff will be prioritised to go home dependant on individual circumstances.

3.7 SENIOR SCHOOL PROCEDURES

The email to Senior School staff from the Headmaster's PA and the verbal instructions disseminated by the Deputy Heads will outline the plan as follows:

- A bell will signal that all staff and students should return to form rooms.
- Form tutors should collect Register packs from the office and register students in form rooms.
- Form tutors can show a suitable film or carry out an activity of their choice while supervising the students as they contact their parents on their mobile phones.
- Form tutors should note down on the paper register from the register packs each of their tutees' arrangements for getting home safely and reliably.
- Students who take the train will need to confirm that their train is running before leaving the site.

4.0 STUDENT DEPARTURE

At the designated time of the School closure (as stated in the email to parents) students should be signed out by form tutors / class teachers on a paper register before leaving. They may not leave before this time. Heads



of Year (HOYs) in the Senior School will identify which students are remaining. Deputy Heads will establish numbers and inform catering.

4.1 Depending on numbers, students should be grouped to wait in the following areas, where they can watch a film or carry out a suitable activity:

- **Cocoons** Cocoon Room
- **Nursery** Butterfly class
- **Reception** Sunbeams
- **Yrs 1 & 2** 2A
- **Yrs 3 & 4** 4A
- **Yrs 5 & 6** 5A
- **Yrs 7 & 8** Room 20
- **Yrs 9 & 10** Drama 1
- **Year 11** Auditorium
- **Sixth Form** Sixth Form Centre

4.2 At the Senior School, if student numbers are low enough to use regular-sized classrooms, then rooms 1 – 5 will be used for Years 7 – 11.

4.3 HOYs and Senior Management will not leave until all the students have been collected. When the School is empty, the Deputy Heads / Head of the Prep School will inform Maintenance, who can then lock the site.