



School Closure (Adverse Weather) Policy

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Document Owner: **Jacky Shackel (Head of Prep School)**

Description: This policy outlines the School's approach to closing either before or during a school day.

OUR SCHOOL AIMS

- ❖ *To foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support pupils' development of a sense of justice and an awareness of their rights and responsibilities as global citizens.*

1.0 SCHOOL CLOSURE

- 1.1 The closure or partial closure of the School (Lingfield College, Lingfield College Prep, Lingfield College Nursery, Lingfield College Sixth Form) is an action of last resort and is usually made only on health and safety grounds. The reason for closure could be anything that affects the School's ability to provide a safe and secure environment for children to learn or staff to work.
- 1.2 Most circumstances that lead to closing a school are known about before any children arrive. These could include: heavy snow or ice, no water/power/heating, flooding, fire damage, or other risk factors that cannot be satisfactorily managed.
- 1.3 This policy should be read in conjunction with the Nursery Closure (Adverse Weather) Policy SP-MW-021.

2.0 WHOLE SCHOOL SEVERE WEATHER PLAN

If we have severe weather overnight, the following plan will come into force:

- 2.1 The Headmaster and the Head of Estates and Facilities will check whether the site is suitable for pupils and make the decision whether or not to close the school by 6.45am. At that point the following procedures will be implemented:
 - The Headmaster and the Head of Estates will inform the Marketing Manager (website), the Finance Manager (coaches) and the Headmaster's PA (communication with parents and staff)
 - The Marketing Manager will put a message on the front page of the School website and the School's social media accounts by 7.00am
 - The Headmaster will activate a pre-recorded message on the School phone by 7.00am



- The Finance Manager will cancel the school coaches and Catering by 7.00am
- 2.2 The Headmaster's PA will text all parents and email the staff of both schools informing them of the closure by 7.00am
- 2.3 In the Senior School all subject teachers will be expected to send relevant and detailed academic work to the classes they teach that day using the 'Set a Task' option on Firefly by 8.40am. The estimated time to complete the set work should equate to:
- **Yrs 7, 8 & 9:** 30 minutes per lesson
 - **Yrs 10 & 11:** 45 minutes per lesson
 - **Yrs 12 & 13:** At least 1 hour per lesson
- 2.4 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.
- 2.5 In the event of school closure for more than one day, then lessons on subsequent days of closure will be taught remotely using 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 teacher will continue to set work on Firefly for the duration of school closure.
- 2.6 In the Prep School *Staff in Years 1 to 6 will aim to upload tasks to Firefly and where possible, if the closure is longer than one day, they may teach some virtual lessons via Microsoft Teams. Reception and Nursery staff will upload tasks to the pupil ILD'*

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 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 Maintenance will take the necessary action to ensure the site is safe.
- 3.3 The Finance Manager will contact coach companies and make arrangements for coaches to collect pupils early. She will also inform Catering that lunch may not be required, but that food might still be needed for children who cannot be collected early.
- 3.4 If the decision is taken to close the School, the 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 of the plan. The Marketing Manager 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 Pupils will remain with their teachers until they are collected, or until such a time that numbers decrease, so that classes can be put together in year groups. They can then be taken to the Assembly Hall for an activity/DVD 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 A bell will sound in the Senior School to signal that all staff and students should return to form rooms.
- Register packs should be collected from the office by form tutors, and students should be registered in form.
 - The tutor can put on a suitable DVD 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 & reliably.
 - Students who take the train will need to confirm that their train is running before leaving the site.
- 3.8 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.
- 3.9 Students should be grouped to wait in the following areas, where they can watch a DVD or carry out a suitable activity:
- **Nursery** Mrs Wild's Room
 - **Reception** Sunbeams
 - **Yrs 1 & 2** 2A
 - **Yrs 3 & 4** 4A
 - **Yrs 5 & 6** 5A
 - **Yrs 7 & 8** Room 20
 - **Yrs 9 & 10** Drama I
 - **Year 11** Auditorium
 - **Sixth Form** Sixth Form Centre
- 3.10 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.

Last reviewed December 2020

Next review due December 2021