



Lumen Learning Trust

Learning together for a brighter future

Emergency Closure Policy

DATE APPROVED BY LUMEN LEARNING TRUST	15 th March 2019		
REVIEW DATE Biennial	15 th March 2021		
SIGNED DEPUTY EXECUTIVE PRINCIPAL	Sarah Kober 	DATE	15 th March 2019
SIGNED CHAIR OF DIRECTORS	Ray Vango 	DATE	15 th March 2019

Lumen Learning Trust puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

1. Introduction

- 1.1. Each school will make every effort to remain open whenever possible. Lumen Learning Trust is unwavering in its commitment to the educational development of every child in their care but is also mindful that the safety and wellbeing of the children and staff is of paramount importance. In exceptional circumstances where the safety and wellbeing of the community is at risk this will take precedence over educational considerations.
- 1.2. The decision to close the school will be made by the Head Teacher or Executive Principal. The school will only be closed if one or more of the following conditions apply.
 - 1.2.1. Insufficient staff are able to come in to keep the school running safely.
 - 1.2.2. Conditions on site are dangerous.
 - 1.2.3. Conditions are considered to be or are anticipated to later become too hazardous to travel.

2. In the event of adverse weather or environmental incident before the school day starts

2.1. Parents

- 2.1.1. When school closure is a possibility parents should find out whether the school is open by:
 - Checking their school website and Facebook feed
 - Checking their texts
 - Visiting the Surrey County Council website which will list school closures in the county <https://www.surreycc.gov.uk/schools-and-learning> and clicking on Schools More → School Closures
- 2.1.2. If it is decided that the school will open, but the road conditions are difficult, parents should ring the school to advise that they are likely to be late.
- 2.1.3. If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Head Teacher is satisfied that there are exceptional circumstances.

2.2. The School

- 2.2.1. The Head Teacher or Executive Principal will decide whether the school will open taking into account the conditions at the school and the ability of staff to get there.
- 2.2.2. If the Head Teacher decides the school will close he/she will update Surrey County Council accordingly, send to parents and staff a text message and email advising them of the closure as well as adding an urgent message to the home page of the school website and Facebook account. **It is important for Parents to undertake the actions at 2.1.1 above in case the text system is slow because of the number of schools attempting to use it.**
- 2.2.3. The school fully appreciates that in bad weather children may arrive later than usual.

2.3. Exceptional Circumstances

- 2.3.1. The School recognises that there may be cases where families are “cut off” due to particular difficulties in the area in which they live.
- 2.3.2. In such cases parents should advise the Head Teacher of their particular circumstances so that the school attendance officer can justify to the Local Authority why the absence should be authorised.

3. In the event of adverse weather during the school day

- 3.1. If there is heavy snowfall during the school day the Head Teacher will decide whether it is necessary to close the school earlier than the official end of school day.
- 3.2. The school office will contact parents via the text messaging service and ask that child/children are collected from school as soon as possible.
- 3.3. The staff that live furthest from the school will be permitted to leave at the earliest opportunity.
- 3.4. A skeleton staff will remain in school until all of the children have been collected.
- 3.5. If a parent rings requesting they pick their child up early due to the weather, and the decision has not been made to close the school, these requests will be considered on an individual basis by the Head Teacher and may not be authorised.

4. In the event of an emergency incident during the school day

- 4.1. Parents may not always be notified immediately when an emergency protocol is initiated. Should the level of danger be deemed high a notification with instructions will be sent to parents using the school text and email notification system. Further updates will also be posted on the school website and social media account/s if deemed appropriate by the Head Teacher.
- 4.2. Parents and carers can be assured that the school will maintain communication channels to ensure informed and accurate messages are transmitted depending on the level of danger. All channels available to staff at the time will be utilised which could include text, email, website, Facebook and school app.
- 4.3. In the event of an emergency incident parents and carers are asked *not* to call the school in question for updates as this blocks vital communication channels for school staff and may add to the level of danger or risk already in place.
- 4.4. If a parent requests they pick their child up early due to a mistaken, inaccurate, fake or malicious report of an emergency situation at the school via media and social media channels, and no emergency protocol has been deemed necessary by the Headteacher, these requests will be considered on an individual basis by the Headteacher and may not be authorised.