School Closure Procedure – Information for Parents

Statement of Intent

It is the aim of Lighthouse School to ensure the school remains open, providing that this can be done in a safe manner.

Lighthouse School intends to, wherever possible, make the decision to close the school before the teaching day commences, rather than defer the decision and delay the opening of the school.

Decision to close

The reasons for school closure:

- Severe weather conditions
- Building issue
- Incident
- Industrial action
- Other

The decision to close the school will be made by the Principal. The Site Manager and Chair of Trustees will be consulted when making a decision about school closure.

The school will be closed if one or more of the following conditions apply

- Conditions on the site are considered to be unsafe and are likely to present dangers to users of the site
- The numbers of staff members present are insufficient for the school to be operated safely.

In the event of the school having to close during the day, parents/carers will be contacted via text message or telephone, using the number provided on the emergency contacts list, and asked to collect their child from school.

A closure of the school during the school day and an early release of students and staff will only be considered in extreme circumstances.

Attendance Register

Where the school is officially closed, all absence will be registered as authorised.

When a student cannot attend the school safely due to adverse weather conditions, the student will be marked in the register as having an authorised absence.

If the Principal believes a student could have safely made it to school but did not attend, the student will be marked in the register as having an unauthorised absence.

Parents/carers acting on the assumption that the school will be closed, without gaining confirmation, or failing to inform school of the circumstances that prevent the child from coming into school, will result in unauthorised absence mark on their child's record.

Exam Disruption

If the school has to close, or if a child misses an exam due to school closure, the school will make alternative arrangements with the relevant awarding body.

The school takes full responsibility for informing parents/carers and students of any agreed changes concerning examinations if the school closes. This includes:

- Using alternative venues,
- Exam results being generating by the awarding body, based in other assessments in the same subject,
- The opportunity for the student to sit any missed exam later in the year.

Emergency Plan

In the case of an emergency, the school will follow their planned emergency procedure.

Contingency

Sufficient staff will remain on site in the event of a school closure during the school day until all students have departed.

School Closure Procedure

- Parents/Carers will be advised that the school will be closed by a text message to the first main contact number.

- The School closure will be posted on Leeds City Council Website.

https://www.leeds.gov.uk/schools-and-education/school-closures

- The School will advise Passenger Transport of the school closure.

- School closures will be posted to the school website http://www.lighthouseschool.co.uk

- School closures will be posted on the school Facebook page.
https://www.facebook.com/LighthouseSchoolLeeds