In the event of extreme weather, severe utility failure, or other critical incidents requiring an emergency closure, the following protocol will be enacted:

1. Timely Decision-Making

- Early Assessment: The decision to close the school will be made as early as possible where overnight conditions dictate, or as soon as an emergency arises during the school day.
- Key Considerations: Local travel conditions – including traffic and weather, advice from the Local Authority and transport operators, on-site safety (heating, water, structural integrity), and staff ability to travel safely.

2. Immediate Communication Channels

As soon as a closure decision is confirmed, messages will be pushed out through the following channels:

- Direct SMS / Email: An automated text message and email will be sent to all primary contacts registered on our system.
- School Website: Information will appear at the top of the site with full details.
- Social Media: Official school social media channels will be updated to maximize reach across the community.
- Transport Operators: Local bus companies will be notified directly so they can adjust or halt school routes and inform drivers.

3. On-Site Staffing & Foot Traveller Protocol

- Gate Supervision: Available staff members will be stationed at the main school gates during the usual arrival window to inform students arriving by foot. Staff will check whether students are able to return home safely.
- On site provision: Students who commute by train or bus during an emergency closure will be accommodated on site in a designated safe area.

- Contacting Families: Staff will supervise these students, provide welfare support, and actively contact parents/carers to secure a safe, confirmed return journey before any student returns home.

Millom School | Salthouse Road | Millom | Cumbria | LA18 5AB

T: 01229 772300
F: 01229 772883
E: genenquiries@millom.cumbria.sch.uk
W: www.millom.cumbria.sch.uk