



## STAFF & STUDENT NOTICE

### School Closure – Main Campus Site 22 December 2021 to 3 January 2022 inclusive

We would like to inform all staff and students of access arrangements during the Christmas and New Year period:

- The School is due to close at the end of the working day on Tuesday 21 December 2021 and open again on Tuesday 4 January 2022.
- There will be **NO** access to School buildings on Saturday 25 December, Sunday 26 December 2021 and Saturday 1 January 2022.
- Emergencies will be dealt with by Security service on duty at Old Building reception.
- There will be swipe card access for Undergraduate students based on their current level of access to OLD, NAB, CBG (ground – 2<sup>nd</sup> floor study spaces) and Library, as stated in the table below.
- There will be swipe access for Staff and Post Graduate students as stated in table below.
- The Marshall Building will not be accessible to staff or students during the closure period, due to office moves and essential works.

DATE	CAMPUS ACCESS	LIBRARY ACCESS
Wed 22 Dec	8am – 7pm	8am – 7pm
Thu 23 Dec	8am – 7pm	8am – 7pm
Fri 24 Dec	8am – 7pm	8am – 7pm
Sat 25 Dec	School closed	Library closed
Sun 26 Dec	School closed	Library closed
Mon 27 Dec	8am – 7pm	8am – 7pm
Tue 28 Dec	8am – 7pm	8am – 7pm
Wed 29 Dec	8am – 7pm	8am – 7pm
Thu 30 Dec	8am – 7pm	8am – 7pm
Fri 31 Dec	8am – 7pm	8am – 7pm
Sat 01 Jan	School closed	Library closed
Sun 02 Jan	8am – 7pm	8am – 7pm
Mon 03 Jan	8am – 7pm	8am – 7pm

**WE RECOMMEND THAT STAFF ONLY ATTEND FOR WORK IF ABSOLUTELY NECESSARY DURING THE CLOSURE PERIOD.**

**Halls of Residences** are open throughout with staff cover as normal.

Staff/Student rates can be accessed on the [LSE Vacations website](#) by means of promotional code. To request the promotional code, contact the Central Reservations Office on [vacations@lse.ac.uk](mailto:vacations@lse.ac.uk) via your lse.ac.uk email address.

Thank you for your co-operation and enjoy the holidays!  
LSE Estates