

Grand Avenue Primary and Nursery School
Extreme Weather Guidance and Procedures

Contents

1. Statement of intent
2. Aims
3. Teachers
4. Teaching Assistants
5. Support staff - Office staff/SMSA/Supply
6. Communication with parents
7. Allocation of Staff
8. School dinners
9. Concluding statement

Agreed by staff and Governors – Summer term 2022
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Statement of intent regarding school closure

During extreme weather conditions the staff at Grand Avenue aim to keep school open. Extreme weather conditions may include snow, wind, storm, or high temperatures. National advice regarding travel will be taken into consideration, bearing in mind that teachers are essential workers. The ratio of staff to pupils and ensuring the safety of all on the school site are priority when making a decision regarding school closure.

Aims/Objectives

The aims of this document are to set out a plan of action should extreme weather conditions mean that staff/pupil ratios are inappropriate or the school site is unsafe.

This document sets out the roles and responsibilities of members of staff and procedures to be followed.

Any decision on school closure will be made as soon as is practicably possible, ensuring clear communication between school and staff, and school and parents.

The Caretaker and Business Manager will be contacted and asked to survey the school site in terms of health and safety. If practicable the Governor with responsibility for health and safety will also be involved in the decision making process.

Closing school before the school day begins

The headteacher will take advice from the Local Authority. The Chair of Governors will be informed via telephone. The governors will be informed via email.

Procedures - Teachers

Should a decision have been reached by the headteacher to close the school, all teaching staff will be notified by 7.30am. This will usually be done through texting and phone calls. All teachers are expected to make every effort to make their way into school safely, with due regard to any adverse weather conditions.

If travel is difficult, teachers are asked to persevere and keep the Deputyhead for Curriculum informed of their progress by mobile phone.

Should the need arise, teaching staff may be asked to teach classes containing children other than those in their class. Numbers of children in each teaching group will be kept to 30 where possible.

Should a teacher be booked on a course, they will be asked to cancel the course and be available to teach.

PPA time will be honoured as far as it practicably possible.

Should the school be closed for more than a day, teachers will send home learning tasks to families via Google classroom.

Procedures – Teaching Assistants

Should a decision be made to close the school, the Deputy Head with responsibility for Inclusion will contact them to inform them of this decision as soon as possible after 7.30am. All teaching assistants are expected to make every effort to make their way into school safely, with due regard to any adverse weather conditions.

The school will not expect a teaching assistant to teach a whole class for a day. Should the need arise they may be asked to supervise a group of children for a short period of time. Should a teaching assistant be available to support the school by working longer than contracted, they will be paid for this extra time.

Support staff - Office staff/SMSA's/Supply

The headteacher will contact office staff if a decision to close the school is made. Office staff are asked to inform the headteacher should they be unable to get to work. Office staff are expected to make their way into school safely, with due regard to any adverse weather conditions.

Should a decision be made to close the school the SMSA's and site manager will be contacted by the Business manager. Staff are asked to make their way safely into school safely, with due regard to any adverse weather conditions, for duty at contracted time. SMSA's are asked to contact their line manager should they not be available for work.

The Deputyhead with responsibility for Curriculum will contact any supply teachers booked for the day.

Communication with Parents/carers

The Headteacher and Office staff will ensure that the scrolling bar on the school website is kept up to date with information for parents regarding the school's status.

An answerphone message will be recorded onto the school phone line informing parents of the school's status.

The school may also decide to contact local radio station, 'Radio Jackie' asking for the school's status to be announced. (A password is required)

Allocation of staff

The Headteacher and Deputyheadswill take responsibility for organising staffing throughout the school.

The Nursery and Lunch Club will remain open if ratios are appropriate. If this is not possible then parents will be informed as soon as possible that the Nursery/Lunch Club are closed or are closing early.

Senior staff will be vigilant in keeping in contact with teaching staff attempting to get to school. Decisions on closure will be made if the Headteacher is aware that ratios of teacher to pupil would put children at risk. Decisions on closure will be based on –

- Reception classes remaining open if there is one teacher and one teaching assistant available to teach the class.
- All other classes remaining open if there is one teacher per 30 children.

During extreme weather conditions a decision will be made regarding the whole school, including Nursery. There would not be one year group open and another one closed.

Should the decision to remain open be made and staff are late in arriving to school then children may be escorted to the main hall where an assembly will be held. A film may be shown should the need arise.

Outdoor break

Should the site be safe for children to play out during breaktime then school routines will be followed as far as possible. The decision for children to be allowed outside will be taken by the Headteacher. Extra break (eg Snow time) may be allocated to classes throughout the day.

Children will only be allowed to play outside should they be wearing the correct outdoor wear. (waterproof shoes/sunhats) Children with unsuitable clothing will be supervised during an indoor breaktime.

Lunchtime

If a hot dinner has been ordered and no food delivery is made to school then parents will be informed and asked to provide a packed lunch. Should this be impractical for parents, the school will endeavour to provide a snack for the child. (eg fruit)

Should the weather be extremely hot the children will be asked to administer sun cream, wear a sun hat and drink plenty of water. Children will be asked to play in the shaded areas of the playground. During the last ten minutes of the lunch

break all children will be expected to sit in the shade as a cooling off period before returning to class. (See also Sun safety policy)

Should the weather be extremely cold all children will be required to wear suitable outdoor clothing which may include, coats, gloves ,hats and scarves.

Closing the school within the school day

If a decision is made by the headteacher to close the school during the school day the following will be put into place

Staff

A briefing will be held as soon as possible with staff explaining why the decision has been made and the plans in place. The staff will be advised of their role and who to contact for further support.

Families

- A message will be put on the scrolling bar of the website
- Class reps contacted and asked to inform the families in their class
- An email will be sent to all families
- A message will be recorded for the school answerphone
- The SEN team will telephone vulnerable families

Families will be informed as to why the school is closing, directions as to how to pick up their child, and if known, how long the school will remain closed

The head teacher will also take advice from the local authority regarding the closure. The Chair of Governors will be informed via telephone. Governors will be informed via email.

Should school be closed for more than a day, remote learning will be provided for all children via Google classroom.

Concluding Statement

We believe that school should remain open as far as is practicably possible during extreme weather conditions. It is accepted that some disruption may be unavoidable. We aim for effective communication and minimum disruption to the teaching and learning within the school.

As extreme weather conditions may vary (eg snow/heatwave) and change quickly, this document serves as guidance rather than policy. The school will also take advice from the Local Authority and the Meteorological Office.