

## **ROKEBY PARK PRIMARY SCHOOL ADVERSE WEATHER PLAN**

The school plans for adverse weather disruption each winter.

### **DECISION TO CLOSE THE SCHOOL**

The decision to close the school can only be taken by the Headteacher. Notification of closure will be through local radio (Radio Humberside and Viking). Arrangements may be very specific and change from day to day.

The senior member of staff on site will organise the staffing allocations irrespective of normal responsibilities. The priorities will be (in order of importance):

1. Safe supervision of the children.
2. Continuity of education for Year 6 and Year 2.
3. Continuity of education for other year groups.

It may not be possible to meet all these priorities. Alternative activities matched to the age of the children and the skills of the staff member will be offered if priority 3 is not possible.

**ALTERNATIVES TO CLOSING THE SCHOOL** include:

1. Late start
2. Early finish
3. Access for a restricted group of pupils.

### **MANAGING THE SITE**

When the site is snowy or icy, a designated access route will be identified and kept clear and gritted by the Site Facilities Supervisor (SFS), who will monitor weather conditions and respond by attending early if required. The main access routes into school will be cleared and gritted by the SFS first. Conditions will be monitored through the day and the SFS will clear and grit all school pathways and remove compacted snow where practicable in priority order (See Appendix 1). Thick snow may not be cleared as this can be safer than a cleared route that has frozen. Compacted snow will be cleared by shovel as quickly as is practicable and ice will be gritted.

Outdoor playtimes will only take place if the senior member of staff on site, in consultation with the Headteacher, deems it safe to do so. Playtimes on the field will be utilised if safe to do so. In icy conditions, children and staff will not be allowed on to the playground for outdoor play. Pupils will be asked to wear suitable clothes and footwear.

When there is a possibility that school may not be able to open an assessment will

clarify whether:

- the site can be made safe;
- there is sufficient staff to meet appropriate adult : child ratios;
- a meal can be provided at lunchtime.

School will only open when the above criteria are met.

### **COMMUNICATION TO PARENTS**

The school's snow procedure will be displayed inside the school for staff and in the external notice boards for parents.

1. Local radio stations (Radio Humberside / Viking) will provide a list of schools that are closed or partially closed. They will do this very quickly; this is the best way to check if the school is open or closed.
2. Notification will be made in the case of a staggered opening with pupils being allowed to arrive at any-time up to 10.00am. This allows those from further afield to travel to school safely and spreads the flow of traffic in and around the school site.
4. The Headteacher will always try to make a decision as early as possible and would hope to inform you by 7:30am, at the very latest, if the school will be closed.

CLOSING A SCHOOL IS NEVER A DECISION THAT IS TAKEN LIGHTLY: WE WILL DO EVERYTHING WE CAN TO REMAIN OPEN.

### **COMMUNICATION TO STAFF**

Staff will be kept informed by text message, telephone or e-mail. It is each member of staff's responsibility to provide school with changes of contact details.

The easiest communication is via text messages. Senior leaders will be contacted immediately when a decision is made to close by the Headteacher. The Headteacher, Assistant Heads and School Business Manager will contact all other staff.

## **APPENDIX 1**

### **Snow Clearing and Gritting Priority Plan**

1. Carpark area and path leading to the back door.
2. Path leading from Gershwin Avenue to the playground gate and main door.
3. Ramp leading to the Year 1 mobile classroom
4. EYFS outdoor area leading to the Reception classroom door.
5. Path leading from the playground gate to the playground.
6. Playground area (if appropriate).
7. Path leading to the afterschool club.
8. EYFS external area (if appropriate).