

Pudsey Bolton Royd Primary School

Snow Closure Plan and Safeguarding 2017

It is the Headteacher's decision to close the school.

Closure of the school is a very serious matter and the decision to close will not be taken lightly. Consideration will be given to:

- The weather conditions
- The weather forecast
- The conditions on the site
- The ability of staff to be able to get into work

It is for parents to decide whether local conditions prevent their child attending school on any given day.

If a decision to close is taken the following will happen:

- The Head Teacher will inform Leeds City Council via 'The Hub' website process.
- Leeds City Council will then inform local radio and put a message on their website
- A member of school staff will post a message on the school website as soon as possible– www.pudseyboltonroyd.org
- Staff will be informed of closure via the School Text Service (Please ensure your mobile phone is recorded with the office)

NB. All school staff should make every attempt to attend for work. Failure to do so may result in a loss of pay. (Leeds City Council HR advice)

If staff are unable to attend because of the conditions local to them – they must inform the Headteacher as soon as possible via mobile number after 7.00am or, if after 8.00am, the school office.

The Headteacher will assume all staff are attending unless they contact her in one of the above ways.

NB. The Headteacher may have to reconsider the original decision to remain open, or perhaps delay the start of school depending on the number of calls received.

Even if the school is to close it is important that staff attend whenever possible. Staff's role will be to meet with children and parents (who have not got the message), to ensure the children's safety and possibly care for them throughout the day.

Snow Days

On snow days registers will remain open until 9.30 a.m., allowing children to arrive safely. Children, who are unable to attend school due to the weather conditions, will receive a Y code in the register. (Parents need to phone the school office to state reason for absence).

- It will be necessary to cancel trips/extra curricular clubs via the school office on snow days.

Parent Communication

- Up to date information will be placed on the school web-site.
- Parents will be informed of closure via the School Text Service.

Early Closure

Should it be necessary to close the school early due to deterioration in the weather, breakdown of heating etc. the following will apply:

- Parents will be asked to collect their children as soon as possible but avoiding the lunch break wherever possible.
- Children will be collected from cloakroom doors from staff in the normal way. All children leaving must be recorded on a class list and initialled by the member of staff handing over to parents. (These will be supplied from the school office with any absentees for the day clearly marked off)
- All other children will remain in class bases until such a time as numbers are reduced enough to form a single year class.
- Once numbers have been significantly reduced the Headteacher will decide if it is then practical to assemble the remaining children in the school hall.
- Once children have moved to the school hall, the side gates will be locked. Parents must therefore report to the main office to collect their children.
- Up-dated class lists must now be passed to the school office staff.
- Office staff will now collect children from the hall and hand over to parents at this point. (office staff will be responsible for initialling class lists.)
- Class lists will be returned to the responsible staff for a 3.15 p.m. departure.
- Parents will be informed of closure via the School Text Service.

NB In cases of early closure, children leaving at the normal time will be signed out on the class list which will then be initialled by the responsible member of staff.

Any remaining children at 3.15 p.m. will be dismissed in the following way:

Nursery – from Nursery cloakroom door
Reception – from Playground door in normal way
Year 1 – from Main Entrance door
Year 2 – from Atrium fire door
Year 3 – from Small Hall fire door
Year 4 – from Small Hall fire door
Year 5 – from Large Hall fire door nearest Small Hall
Year 6 – from Large Hall fire door nearest Kitchen.

NB. The Headteacher will decide as to whether the above arrangements will apply on other occasions, for example, if the playground is dangerous underfoot and children cannot exit through cloakrooms in the normal way.

Please ensure children have all their belongings and are ready to be dismissed from the above areas at 3.15pm if it is deemed necessary.

Any child left after 3.15 p.m. will be the responsibility of the Headteacher/ Deputy Headteacher, or in their absence, the most senior member of staff on site.

Early departure of staff

No staff will be allowed to leave early until pupil numbers have reduced to a manageable level. This number will be decided on the day by the Headteacher.

No criteria will be identified within this plan for prioritising staff to leave early. Each individual case will be considered on the day.

NB. The rationale for this is:

- Distance may not be a factor in the 'ease' of being able to travel
- Childcare – the carer e.g. school, nursery etc. will have the same duty of care for staffs' children as staff do for the school's pupils. (LCC HR advises that it is the employees' responsibility to make alternative arrangements should an emergency situation arise.)

As always the school will try to support its staff in ensuring their safety and that of their children wherever possible.

It should be stated here that any staff member who has childcare difficulties (for children of school age), they are welcome to bring their children into school on the days of difficulty.

V Smithies

Annual Review - December 2018