



Outdoor procedures – before and after school including adverse weather

Prepared by:	Adopted by Board of Directors	Signed	Renewal Date (3 year cycle)
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Peover Superior Endowed Primary School

Outdoor Procedures

Before School

- The external front gate is open from 8am and automatically locked at 9am
- School opens at 8.45am. There is no supervision of children before this time; children remain the responsibility of their parents until 8.45am.
- A member of school staff is always available on the main entrance to school and is able to pass messages to class teachers. Class teachers will be in classrooms supervising children's arrival and settling children for the day ahead.
- **In the event of adverse weather conditions** e.g. heavy rain – the school door will be open from 8.30am and children supervised by school staff from that time onwards.
- The car park is locked at 9am to allow children in taxis to access school. The car park and back gate are not designed for parent and child use and we strongly discourage people from using this.

NB On Fridays we have 'Feedback Fridays'. Parents are invited into school from 8.30 – 8.45am to view their child's work. The door will be opened from 8.30am. This 15 minute opportunity is for children accompanied by their parents; children remain the responsibility of their parents during this time. Supervision by school staff will begin at 8.45am.

Late Arrivals

- The front door is locked at 9am
- Anyone arriving at this time must ring the bell and their attendance and time of arrival will be recorded by school staff in the late book.

Chill Zone

- At 8.45am, children attending breakfast club are escorted into the main school building by a member of the Chill Zone staff.

After school

- The external front gate is open from 3.15pm to allow parents to wait to collect their children from the playground.
- All classes leave school at 3.30pm.
- Children in class 1 are escorted to the fire exit door in the hall and children are directly handed to their relevant adult by school staff.
- Children in class 2 and 3 leave by the main entrance. They are not allowed to leave the school grounds until their relevant adult is there to collect them, unless by prior arrangement in writing with the Principal.
- The car park is unlocked at 3.15pm to allow children in taxis to leave school safely. The car park and back gate are not designed for parent and child use and we strongly discourage people from using this. The gate is then locked at 3.30pm

Chill Zone

Children attending Chill Zone are collected from the school hall by a member of the Chill Zone staff.

Entering School After 3.30pm

Access to school after 3.30pm requires the visitor to ring the school bell to be allowed entry by a member of the school staff. This applies to adults collecting children from after school clubs.

Adverse Weather Policy

During the winter months there are occasions when we can experience adverse weather conditions. It is always very difficult when we have snow and ice to determine how this will affect travel, etc. and we would ask that you follow the policy below if we experience any bad weather over the winter months.

If at all possible the school will remain open and staff will be here as normal. As a very small staff, the teaching staff do not live locally and therefore may find it difficult to get to school if there is a heavy snowfall or if the road conditions are dangerous. In these circumstances it may be necessary to close the school.

If it is decided to close the school, information will be posted on the school website <http://www.peoversuperior.cheshire.sch.uk/> and on local radio Silk FM 106.9. Whenever possible this will be before 7:30 am. Please listen to the local radio Silk FM until you are ready to leave for school as they will announce any school closures.

School will also post a newsflash on the home page of the website and send a tweet. A text message and email from Parent Pay will also be sent as soon as a decision has been made to close the school.

The Policy at Peover Superior Endowed Primary School for adverse weather conditions is that:

At the start of the school day

Wherever possible the school will remain open, however due to road conditions some staff may be late arriving and the start of the school day could be affected. Registers are not closed on snow days until 10.30am. This approach allows us to successfully keep the school open. However we ask parents to work in partnership with us as routines will obviously change on these days.

Parents are asked not to call the school as it may not be possible for staff to answer the

telephone. Listening to the local radio and checking our school website for details of any closure is the preferred method of communication.

During the school day

Once the decision has been made to open the school, every effort will be made to keep the school open. If the weather becomes severe during the day then parents may contact the school if they feel that they would like to collect their child early for safety reasons (i.e. travelling/walking long distances or collecting other children from local schools). Parents will then be advised via text and email that children can be collected. For this reason, we strongly advise you to ensure that your email address and mobile number are up to date in ParentPay as this is how we would communicate with you. (This is something you must update as we cannot administrate your account.)

The school will remain open until 3.30pm. After school activity clubs and Chill Zone will not run; however, if parents are delayed due to the adverse weather conditions, they should contact the school as soon as possible to give an anticipated arrival time. We expect parents to have a 'Plan B' if they cannot meet their normal pick up times. Again this should be communicated in line with policy so that staff know who is picking your child up. Parents must consider their own safety, traffic congestion and safety of others in these circumstances and understand that children at Peover Superior will be cared for until it is possible for them to be collected. Children will be supervised until a parent/carer is able to collect them, however normal policy applies and if we are not informed of lateness, after 1 hour we will contact the Police (see Uncollected Child Policy) as your child will be deemed 'an abandoned child'.

Gritting policy

The caretaker will do his best to salt those parts of our paths that are close to the buildings and we know are likely to be slippery. We cannot salt all playgrounds or car parks. We would therefore recommend that staff, parents and pupils treat all path and playground areas as potential slip hazards and take appropriate precautions in cold weather. The Gritting Plan will be signed, dated and photographed and hung on the black gate at the front entrance to school. Please DO NOT use the car park during adverse weather conditions. Use of the carpark and rear exit is at your own risk and school cannot accept responsibility for any injuries caused if using the rear entrance and car park of school. It is strongly advised that ALL children use the front entrance during adverse conditions.