



## BLETCHINGLEY VILLAGE PRIMARY SCHOOL

Aiming high • Working together • Achieving our best

### **Bad Weather Procedure**

Decisions about closing the school or sending students home early will not be taken lightly. We will always endeavour to open the school when we are safely able to do so.

We are aware that bad weather by its nature is disruptive and can cause anxiety. Therefore, any action due to poor weather will be shared as soon as possible.

Where parents insist on taking a child out of school prior to a decision being made, this will be recorded as an unauthorised absence.

Please avoid phoning school if you can.

### **Severe Weather Overnight**

In the event of overnight snow or bad weather, a decision will be made by the Headteacher regarding whether it is safe to open the school site.

If the decision is made *not* to open the school, this will be communicated via our website, local radio and through Study Bugs to parents/carers and staff.

If a final decision cannot be made immediately for any reason, a time will be given by which the decision will be made and parents and carers notified on the web site.

It may be possible to have a delayed opening, to allow time for the premises team to clear and grit the pathways. This will be included in the communication on the school web site.

In the event of snow and the school does open, children should wear suitable footwear appropriate for the weather conditions.

### **Weather Deteriorates During the Day**

In the event of a closure during the school day, parents will be notified by Study Bugs or telephone and information posted on the web site. All children will be kept safe until collected or authorisation is received from parents/carers that they may be released.

In order that dismissal is as safe and efficient as possible for everyone, we will run a staggered collection, with different times sent out for Reception, KS1, Lower KS2 (Years 3 and 4) and Upper KS2 (Years 5 and 6). Nursery children can be collected at the same time as other siblings.

In order that parents make *one visit* to a classroom where possible:

- Older children will be sent to the youngest sibling's class to wait, *unless that is Nursery*.

- At the given time, those waiting in years 3, 4, 5 and 6 will be collected from the playground in the usual way.
- At the given time, those waiting in Years 1, 2 and Reception will be collected from the outdoor areas where the children are dropped off in the morning.
- At the given time, *only Nursery children will be collected from Nursery* in the usual way. This is to avoid over-crowding and potential upset for our youngest pupils. Any older siblings will make their way to the *next* youngest sibling's classroom.

**No** children will be collected from the main door. Past experience has shown that this is not the most effective place for a large congregation of adults and children to be reunited.

### **Safeguarding**

Ensuring the safety of all our children is paramount. Please could you check that all contact details are up to date, including those of any other person who you may want to pick up your child at any time.

Children will not be allowed to leave with anyone not on the agreed list.

If we are asked to allow a child to leave with anyone else, we will need to speak directly to one of the parents or carers to confirm. This obviously takes up time and causes delays, so please check that these arrangements are in order before they are needed.