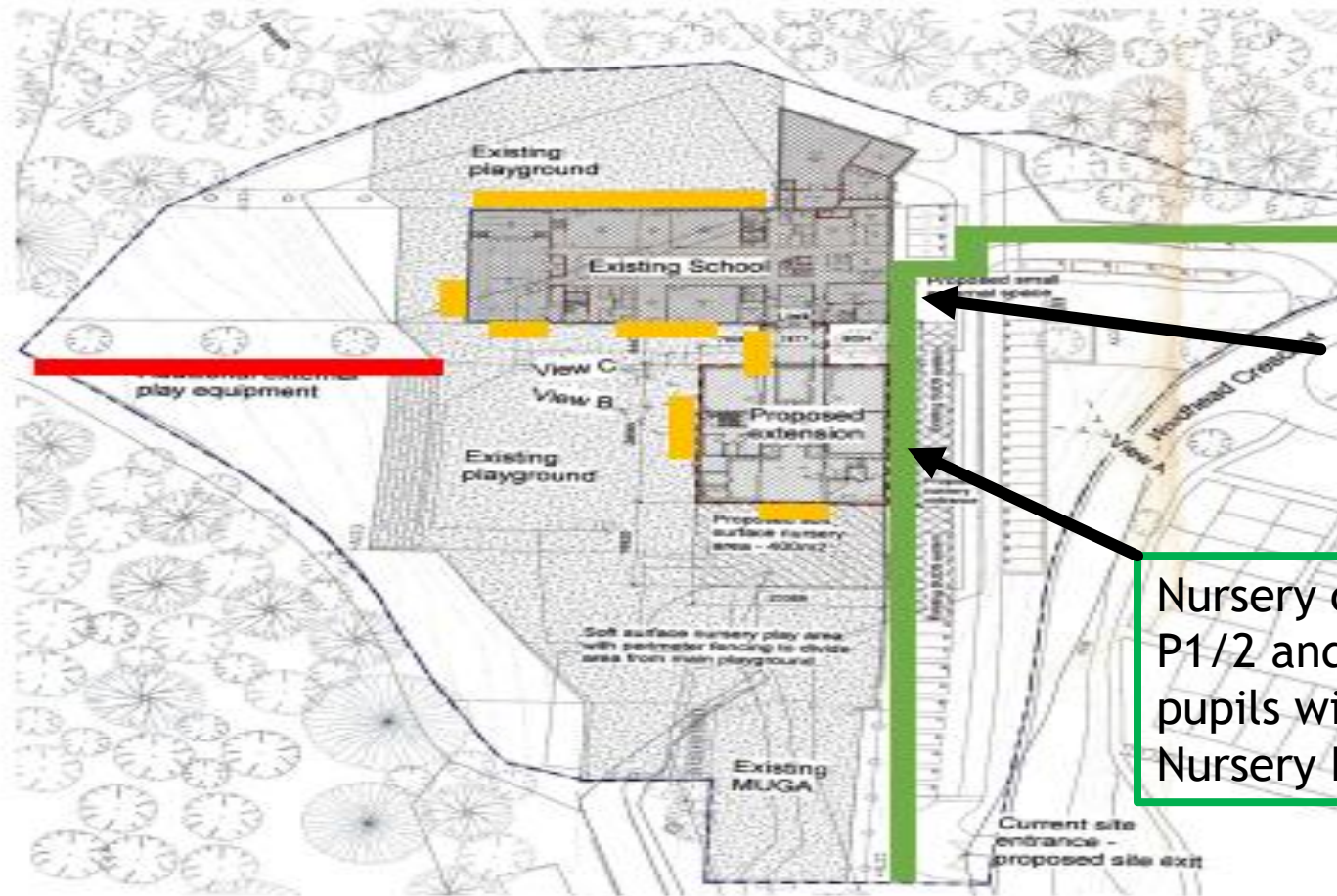


Adverse Weather Plan



Primary 2 - Primary 6 pupils will leave via the Main Entrance at the Office.

Nursery children, P1a, P1b, P1/2 and P7a and P7b pupils will leave via the Nursery Entrance.

Key	
1 st Priority	Green
2 nd Priority	Yellow
If/When Possible	Red

Adverse Weather Plan

In the morning:

In the event of adverse weather in the morning, all pupils will enter via the front entrance to the school building at the main office for P1-P7 pupils and nursery entrance for nursery children.

The playground and Torhead gate will be closed. In the event of snow/ice, the car park will also close to all traffic except staff cars.

Communication before 9am will be sent via Twitter and text message*. This will detail the measures required based on the weather that morning.

*Please note – text messages can only be sent when office staff are in the school building. This may be after 8.00am.

Adverse Weather Plan

At the end of the day:

- Pupils will leave the school building from two exit points (please see map)

Nursery children, P1a, P1b, P1/2, P7a and P7b - Nursery Exit

P2, P3, P3/4, P4, P4/5, P5, P5/6 and P6 – Main Office Exit

- Pupils will begin to gather ready to exit from 2.50pm.
- Children will leave in family groups **using the exit for the youngest child.**

(If the youngest sibling is in P1a, P1b or P1/2, the family group will leave via the Nursery entrance.)

- Nursery Exit: Nursery children will leave first followed by P7 pupils then P1 and P1/2 pupils.
- Main Office Exit: Classes will leave as they arrive at the main office. Classes will be announced for those collecting.

Adverse Weather Plan

- Pupils should know if they are walking home or collected by an adult. This should be decided in advance at home.
- The car park will be closed to **all** traffic.
- The playground will be closed.
- Class groups will be called to parents/family members from the exit points.
- The main doors and areas around it should be kept free to ensure safe exit for pupils. Green cones will mark this area out.
- Parents/family can wait in the car park area, on the gritted paths, whilst this process takes place.

Adverse Weather Plan

The decision about adverse weather will be made based on a dynamic risk assessment. This can be due to icy patches within our playground as well as snow.

Communication Methods:

Before 9.00am – Twitter and text message

In the afternoon, before the end of the school day – Twitter, text message and email via Parentsportal.

Parents will be encouraged to check SLC social media for updates on school closures/delayed openings in the event of heavy snow or adverse weather.

In the event of school closure during the day, a text message will go to the main contact on SEEMIS and will be followed up with Twitter and emails as soon as possible.

Please ensure contact details are correct.

Adverse Weather Plan

How can you help?

- ▶ Please ensure your child knows what to do in the morning and at the end of the day if we go to 'Adverse Weather'. In winter, confirm plans with your child in the morning on the way to school.
- ▶ Is your child walking home or are you collecting?
- ▶ Please respect the guidance issued – Woodhead PS is a big school and we need everyone to follow this new guidance to keep our children safe.
- ▶ Please pass this information on to any family members who may be involved in drop off and pick up including possible changes to parking.
- ▶ Please avoid phoning our school office between 2.30pm and 3.10pm to change/confirm arrangements unless there is an emergency. This allows office staff to support with the Adverse Weather Exit Plan.

Thank you for your continued support.