

# SNOW AND ICY WEATHER PROCEDURES

## OPENING OF GATES

In these conditions the ASM will not open the gates to any pathway unless the pathways it leads onto has been cleared and gritted and is useable. We will only depart from this arrangement if he is able to clear a section of the path but not the whole pathway and, in this case, he will cordon off that part of any pathway which has not been cleared and gritted to show people that they should not use the ungritted part.

The order in which the ASM will try to clear paths is as follows

- 1<sup>st</sup> **Path from Main School gates by Staff Car Park to Main School Entrance doors** by main office (everyone needs to use this if this is the only path open).
- 2<sup>nd</sup> **Path from Drive to the Reception and Nursery doors and yellow railed pathway.** Everyone coming up from St Margaret's should use this pathway.
- 3<sup>rd</sup> **Path from Main School Entrance doors to Late Club door by Staff Car Park** and Year 5/6.
- 4<sup>th</sup> **Path from Late Club door to Double KS2 Playground Gates opposite Knowles Park Car Park.** Once the yellow railed pathway has been cleared to these gates all persons walking down from Tong Street direction should use this pathway.
- 5<sup>th</sup> The drive down to school if possible.
- 6<sup>th</sup> **Other gates** when it's possible to clear pathways. As the ASM has to keep any pathway he opens up clear and gritted and also as he has to do other work he will only open those paths he can keep clear.

## TAKING PUPILS TO/FROM SCHOOL

**If the gate parents use is closed then they should gain entry to school by using the front gates to the yellow railed pathway which leads to the Main and Front entrance doors to school. These are**

- 1) **THE TOP DOUBLE GATES** OPPOSITE KNOWLES PARK CAR PARK.
- 2) **THE GATE TO THE RECEPTION AND NURSERY DOORS.**

If either of these gates is not open please use the Main gates by the staff car park but only if the other 2 gates are closed. This is because entry through these is dangerous as vehicles use them to drive in.

**Staff must not assume that the Car Park is safe** to use if the Main Gates are open as these gates are often open simply to enable access to the path to the Main School Doors.

## **COLLECTING CHILDREN FROM SCHOOL (AT THE END OF THE DAY)**

Parents are asked that if the normal gate they use is closed they should make their way out of school and enter school by the front gates which are :

- 1) The Top Double Gates opposite Knowles Park
- 2) The Gate to Reception and Nursery doors

and only use the Main Gate entrance if either of these gates are closed.

If neither of these gates is open then parents should use the Main Gates by the Staff Car Park.

Again the ASM will only open the gates if the paths are clear and if he has to keep them closed he will let the office know so they can let teachers know where to release children from. He will then take what action he can to ensure the Drive up to Tong Street is as usable as he can possibly make it.

Once in the building pupils should be collected from the following place :

Reception and Nursery from their classroom  
KS1 pupils from KS1 Hall  
KS2 pupils (who do not go home on their own) from the KS2 Hall

Those children in KS2 who walk home on their own will be sent home from the safest front school door if their side paths are not open. KS2 TL's to liaise and decide.