

Mayfield Primary School
Severe Weather Guidance and Position Statement
Session 22.23
Reviewed Session 23.24 (November)



At Mayfield Primary School, in all procedures relating to severe weather conditions, our most important concern is the safety of:

- Our pupils
- Our families and school community
- Our staff team

This means that we need to ensure that we have planning in place in case of severe or adverse weather conditions. These are in line with guidance from Midlothian Council.

In times of severe or adverse weather conditions, it is the aim of our school to remain open wherever possible, but to be able to adjust to changing conditions as required. Any decisions to close our school will be made by the Executive Director Children, Young People and Partnerships.

Factors that can contribute to our school being closed are:

- Weather conditions are considered to be too hazardous for travel, or weather conditions are predicted to worsen across the day
- Due to weather conditions, insufficient staff are able to attend work and open the school safely
- Weather conditions on the school grounds are dangerous

If the decision is taken to close our school, Midlothian Council will provide timely information to our families. Information is generally shared as soon as is possible through:

- Midlothian Council Website www.midlothian.gov.uk
- Midlothian Twitter Account @midgov
- Local radio stations e.g. Forth One and Black Diamond FM

If the decision is taken to close our school, we will also provide information to families as soon as we possibly can. Information from our school will include:

- Text message through Groupcall
- Email through Groupcall
- School Twitter Account @MayfieldPS
- Information at school entrances

It is essential that all emergency contact details for our families are up to date. Please ensure you contact the school with any telephone number or email address changes.

Severe Weather Arrangements in our School

At the Start of the School Day/Before School Starts

- Any school closure will be shared by the means given above. If there is no communication, our school is open
- Staffing may be reduced at the start of the day as staff try to make their way to work in wintry conditions, routines may change until all staff are in school
- All families should travel to school safely. Please be aware that there will be limited parking and drop off areas at the school in severe weather conditions
- A gritting/clearing plan is in place and this follows Midlothian guidelines. Please note that not all school paths and entrances may be open. In these circumstances enter via the school main entrance
- Class registers are closed at 9.50 am on severe weather days supporting families to make their way safely to school. Families of absent pupils will not be contacted until after this time
- Please limit phone calls to the school office before the start of the school day. Staff will try to answer calls, but may also be late in arriving to school, or supporting with arrangements to support pupils arriving at school

During the School Day

- Any closure during the school day will be shared by the methods given above from both Midlothian Council and our school
- Our school will contact all families via text message to state that our school is closing and your child/ren needs to be collected
- If we are unable to contact the main contact for any child, we will contact other emergency contacts
- We will need to be in contact with a parent/carer in order to release a child to walk home independently. Please ensure that your contact details are up to date to help us with this
- School closures are only made during the school day in extreme circumstances
- Communication linked to re-opening of our school will be shared with families as soon as we have this from Midlothian Council

It is essential that all emergency contact details for our families are up to date. Please ensure you contact the school with any telephone number or email address changes.

Contacting Families During the School Day for Closure

- All families will be contacted via text message/email through Groupcall to inform that the school will be closing
- A message will be sent to all families to say where pupils should be collected from. This may not be their usual door due to weather conditions and the gritting plan for our campus
- Staff will support the safe dismissal of pupils and families in a systematic way. Please note that this may not be your child's class teacher
- Staff will also be sent home in a systematic way to support safety
- If we are unable to contact the main contact for any child, we will contact other emergency contacts. A child cannot be sent home independently without us having made contact with a parent/carer or emergency contact

Staffing and Class Structures During Severe Weather

- Our school will have an overview of staff who can attend school and those who are en-route but delayed due to weather
- Classes may need to be re-organised due to reduced staffing numbers
- Classes may need to combine
- The HT and Senior Leadership Team will support across classes as required
- The HT and Senior Leadership Team will have an overview of class numbers, and will plan for combined classes as required

Playgrounds and Gritting

- Midlothian Council has a gritting plan for all settings. These do not cover all aspects of school playgrounds. A copy of this can be provided to families
- Wherever possible, pupils will be outside in most weather conditions and should come to school with a waterproof jacket, wellingtons and warm clothing in snowy weather conditions
- If the playgrounds are icy, pupils may not be able to go outside at breaks and lunches for safety reasons
- The janitor will try to support all main gritted areas as per the plan for the school
- As all playground areas will not be gritted, we ask families to treat these as potential slip hazards and take precautions in cold weather

Remote Learning in Severe Weather Conditions

If our school is closed due to severe weather conditions, we will move to remote learning methods for all learners. As a school we will continue to support learning through:

- Seesaw
- Google classrooms
- Use of pupil digital devices

Remote Learning Expectations

Our school has generic learning grids in place on our school website. These can be used initially to support periods of remote learning and provide additional activities for our pupils. These will be in place to cover the initial period of remote learning.

In addition to this our school has the following expectations:

All pupils will have access to:

- literacy, numeracy and health and wellbeing learning daily
- Activities that link to specific curriculum areas or learning across the curriculum e.g topic lessons
- Teacher support across the day (dependent on internet connections) with learning activities marked and feedback included

Primary 1 to Primary 3

- Staff will upload learning activities daily to Seesaw. These will detail learning activities, supports for learning and links to resources/website
- A live google meet at a set time with the class. The link for this will be posted on seesaw. Children will require their login details to access this.
- Teaching input will be uploaded in a format that best suits the intended learning such as:
 - recorded lesson
 - presentation
 - interactive worksheet activity
 - demonstration of how to complete the activity
- Staff will share a story with the children which is pre-recorded for children to listen to across the day

Primary 3 to Primary 7

- Staff will upload learning activities daily to Google Classrooms. These will detail learning activities, supports for learning and links to resources/website
- A live google meet at a set time with the class. The link for this will be posted on google meet. Children will require their login details to access this. There may be more than one meet daily. Links will be available.
- Teaching input will be uploaded in a format that best suits the intended learning such as:
 - recorded lesson
 - written information or powerpoint/slides
 - presentation
 - interactive worksheet activity
 - demonstration of how to complete the activity

Catering Arrangements

Midlothian Council's Catering Team in school will provide packed lunches for learners who are entitled to a free school meal if the school closes during the school day.

For periods of extended closure Midlothian Council will activate BACS payments for families who are entitled to and registered for free school meals.

Provision for Learners who cannot be sent home

As a school we will actively try and contact families to support learners to be sent home safely and as quickly as possible.

While we are waiting for learners to be collected by family members, learners will be supervised by members of our school team. Please note that this may not be their regular class teacher, and may be a range of staff members.

Working with a Reduced Staff Complement

In days of severe weather, staff members may take longer to arrive in school than normal due to traffic or weather conditions.

The senior leadership team of our school will make arrangements for learners to be supervised until staff members arrive in school, or until other arrangements can be made.

School will communicate any alternative arrangements with families if possible before the start of the school day, but this may be a developing picture.

Staff will meet learners on arrival in school and signpost them to a class or space if their own setting is not available.

