

2020-2021

Moorside Community Primary School
Head Teacher – S Lawler-Smith



MOORSIDE COMMUNITY PRIMARY SCHOOL

INCLEMENT WEATHER AND/OR SCHOOL CLOSURE PLAN

Inclement Weather and/or School Closure Plan

Moorside Community Primary School

Head Teacher: S. Lawler-Smith

Named personnel with designated responsibility

Designated SLT	Deputy designated SLT for EY & KS1	Deputy designated SLT for KS2	Nominated Governor	Chair of Governors
S. Lawler-Smith	S. Cooper	H. Kearsley	S. Corlett	S. Corlett

Head Teacher	Sign and Date	
Chair of Governing Board	Sign and Date	
Vice Chair of Governing Board (Signed in the absence of CofG)	Sign and Date	

Next Review Date	Sep 2021
Committee Responsible	Governing Board
Document locations	Shared Drive

Change History

Version	Date	Change Description	Stored
1	Jan 2015	Addition of Heating / Temperatures	Staff Drive
2	Dec 2019	Updated Personnel	Staff Drive
3	Sept 2020	Personnel Update	Staff Drive
4	Oct 2020	Inclusion of SeeSaw and additional layers for children	Staff Drive
5	Mar 2021	<ul style="list-style-type: none"> • Personnel Update • Removal of staff specific information and staff personal numbers • Removal of school specific procedures and passwords removed. 	Staff Drive
6	May 2020	Amendments to the Deputy designated SLT	Staff Drive

INTRODUCTION

Extreme weather conditions caused by snow, ice and fog, which render journeys extremely hazardous, may reduce the number of staff who can access the school. The purpose of the document is to:

- Ensure the safety and wellbeing of all pupils and employees should a school have to deal with severe, inclement weather; and
- Ensure that all employees and parents are clear about their roles and responsibilities in the event of severe weather or school closures.

Extremely hazardous includes those conditions in which the appropriate authorities advise people not to make unnecessary journeys or indeed travel at all.

The decision to close a school unexpectedly is not taken lightly; it is a decision, which will be made by the school (Head Teacher). In all cases, we will seek to avoid a school closure unless it is necessary.

The School aim is to maintain a service to parents and pupils for as long as is reasonably practical. However, the safety of children and staff are paramount in these circumstances. **If there is no announcement made, the school will be opening at the usual time.**

PROCEDURES

If you are unable to travel safely to school and you have exhausted ALL other methods of transport to your place of work, then please ensure you ring/make contact with the relevant people as follows:-

- **Early Years and Key Stage 1 staff to contact S. Cooper (Deputy Head) by 07.00 am**
- **Key Stage 2 staff, SENDCo and the Inclusions Officer to contact H. Kearsley (Deputy Head) by 07.00 am**
- **Office Staff, Welfare Staff, Moorside Plus Manager to contact H. Byrne (School Operations Manager) by 07.00 am**

If the Head Teacher makes the decision to close the school the following procedures will be followed:-

- The Head Teacher will inform the Deputy Head Teachers (DHT), the School Operations Manager (SOM) and The Chair of Governors of any school closure.
- The SOM will Inform the Asset Development Team, Children's Services, Telephone 0161 778 0447 or email paula.newall@salford.gov.uk of the closure.
- The City of Salford website, <http://www.salford.gov.uk/schoolclosures.htm> will be regularly updated with news of school closures. (SOM)
- The DHT of each area will inform their staff of a school closure. The SOM will inform office staff, welfare staff and the Moorside Plus Manager. The SENDCo and Inclusion Officer will be contacted by the DHT of KS2
- Parents will be informed by SMS text message / SeeSaw message of the closure, if possible by 7.30 am (Admin Team)
- The school answer phone will have an information message recorded on it (0161 921 1295). (Admin Team)
- The school website will display an information message (Admin Team) <http://moorsideprimary.net/>
- The school closure will be posted on BBC Manchester Radio, Key 103, and Capital radio Stations (0161 200 2000/288 5000/ 662 4700). (SOM)
- If the closure lasts longer than 1 day, further text messages / SeeSaw messages will be sent to parents and the school answer phone and website will be updated if possible. The DHT's and the SOM will update staff daily.
- Parents will be notified of a return school by text message / SeeSaw message and the school answer phone message and website will be updated (Admin Team)

HEATING SYSTEM/TEMPERATURES

Minimum temperatures in schools

The **Education (School Premises) Regulations** set out the legal requirements for minimum temperatures in schools. These are:

- **18°C** in areas of normal level of physical activity associated with teaching (i.e. ordinary classrooms);
- **21°C** in areas of lower than normal activity (e.g. sick rooms); and
- **15°C** in areas of higher than normal activity (e.g. gymnasias, washrooms).

The Regulations require that schools have heating systems capable of maintaining the minimum temperatures and that school classrooms are heated up to these temperatures for as long as the rooms are used for their normal purpose. **Temperatures in school classrooms must be at least 18°C.**

In light of the guidance from the DfE, relating to ventilation in school classrooms and communal areas during the COVID-19 pandemic, parents are asked to send pupils into school with additional layers of clothing.

Workplace (Health, Safety and Welfare) Regulations require a minimum temperature of 16°C during the time people are at work. This is the minimum temperature required in non-teaching areas and outside school session times. If work involves physical effort it should be at least 13°C unless other laws require lower temperatures.

Maximum temperatures in schools

There is no maximum temperature. An acceptable zone of thermal comfort for most people in the UK lies roughly between 13°C and 30°C. At temperatures approaching 35°C and above, the body begins to dehydrate and cells break down, an individual becomes light-headed, faint, weak, vision may become blurred etc. People who are pregnant, have a heart condition, blood pressure and asthma are at particular risk.

PROCEDURES:

- The Head Teacher will request information on the action proposed by the Facilities Management Company to repair or upgrade the heating system
- The Facilities Management Company will monitor temperatures to the classroom / area with heating problems on a twice daily basis at the same time each day in order to provide evidence of the problem
- Where temperatures are consistently below the levels required by law, the Head Teacher should take appropriate action to ensure that teachers, support staff and pupils are not required to work in inappropriately heated areas.

Consideration will be given to:

- temporarily moving to warmer parts of the building
- bringing in temporary heating sources
- rearranging timetables in order to move classes or closing all or part of the school.
- school full/part closure

Once the decision to close the school is made, the Head Teacher or those with delegated responsibilities will:

- Inform The Asset Development Team, Children's Services, Telephone 0161 778 0447 or email paula.newall@salford.gov.uk of the closure (School Operations Manager)
- Inform the Chair of Governors
- The City of Salford website, <http://www.salford.gov.uk/schoolclosures.htm> will be regularly updated with news of school closures. (Admin Officer)
- Parents will be informed via SeeSaw and SMS text message of the closure, if possible by 7.30 am. (Admin Team)
- Staff will also be informed by SMS text message of the closure, if possible by 7.30 am. (Admin Team)
- The school answer phone will have an information message recorded on it (0161 921 1295). (Admin Team)
- The school website will display an information message (Admin Team) <http://www.moorsideprimary.net>
- If the closure lasts longer than 1 day, further SeeSaw and text messages will be sent to parents and staff and the school answer phone and web site will be updated if possible.
- Staff will be updated by text message daily
- A return to school will be notified to parents and staff by SeeSaw and text message and the school answer phone message and website will be updated.

RESPONSIBILITIES

PARENTS

- Keep school informed of any changes in mobile telephone numbers
- Check mobile phone for messages, and relevant websites

STAFF

- To contact their DHT immediately if they are unable to travel to school after exhausting all other options
- Keep school informed of any changes in mobile telephone numbers
- Check mobile phone for messages, and relevant websites

HEAD TEACHER

- To keep the Local Authority fully informed
- To keep Parents and Staff fully informed
- To keep the Chair of Governors informed

**FULL OR PARTIAL RE-OPENING
RESPONSIBILITIES****HEAD TEACHER**

- Risk Assessment carried out to ascertain whether it is safe for staff and pupils to return to school which would include:
 - Heating system working (Spie)
 - Ensure pathways have been prioritised and cleared (Spie)
 - Car parking facilities (Spie)
 - Risk of slipping on floors inside school (Spie)
 - Staffing levels (HT)
 - Identify which members staff live close enough to the school and should be able to make it in.(HT)
 - Identify/prioritise which classes/year groups you will be able to keep operational if a full return is not possible.(HT)
 - Consider the possibility of opening later and closing earlier.(HT)
 - Consider advising staff/pupils to wear sensible clothing and footwear – include on messages on answer phone and website.

FACILITIES MANAGEMENT COMPANY

- Check heating system regularly.
- Check stocks of rock salt.
- Check that matting located in entrance areas is suitable and in a good condition to minimise the risk of slipping.
- If cold weather is expected site staff should grit all priority routes and if deemed necessary secondary routes in the evening. (See attached routes).
- Ensure you have suitable equipment to clear away snow/ice to create safe pathways in and out of the school building. 2 rock salt bins.
- On arrival in the morning, Site Staff will assess the conditions and put the gritting plan into action.
- Routes 1-4 are priority for snow and ice clearing. Each pathway should be cleared to a metre width and gritted to a safe level.
- Secondary areas should then be cleared again to a safe level.
- Ensure that these pathways are maintained.

Emergency Contact Numbers Local Authority Personnel

Paula Newall Asset Planning Team	0161 778 0447 paula.newall@salford.gov.uk
Deborah Keelan Asset Planning Team	0161 778 0131 deborah.keelan@salford.gov.uk
Emergency Planning Manager	0161 793 3174
Council Emergency Operator	0161 793 3425
Out of Hours Emergency Number	0161 794 8888
Emergency Planning Team	0161 793 3174 or 793 3425 / 3439

Emergency Contact Numbers School Staff

Mr S Lawler-Smith Head Teacher	0161 921 1295 Stephen.lawler-smith@salford.gov.uk
Sarah Cooper Deputy Head Teacher (EY and KS1)	0161 921 1295 Sarah.Cooper@salford.gov.uk
Mrs H Kearsley Deputy Head Teacher (KS2)	0161 921 1295 Hayley.kearsley@salford.gov.uk
Mrs H Byrne School Operations Manager	0161 921 1295 Helen.byrne@salford.gov.uk
Mrs J Smith Administrative Assistant	0161 921 1295 Juliemc.smith@salford.gov.uk
Mrs C Boothman Administrative Assistant	0161 921 1295 Chantal.boothman@salford.gov.uk
Mrs E Turner Receptionist	0161 921 1295 Emma.turner@salford.gov.uk
Mrs T Gibson Administrative Assistant	0161 921 1295 Tracy.gibson@salford.gov.uk
Ms S Corlett Chair of Governors	Stacey.winnard@ntlworld.com
Ms Vee Morris Vice Chair of Governors	

Service Contacts

Police – Emergency	999 (If dialled from a school telephone 9 999)
Police Local Office	0161 872 5055
Fire – Emergency	999 (If dialled from a school telephone 9 999)
Fire Local Station	0161 607 1210
Ambulance – Emergency	999 (If dialled from a school telephone 9 999)
Salford Royal Hospital	0161 206 4100
Facilities Management Site Staff:	
Dewald Greyling	07979240776