

Mayfield Nursery School
Severe Weather Guidance and Position Statement
Session 23.24 (November)

At Mayfield Nursery 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 nursery 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 nursery 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 nursery safely
- Weather conditions on the campus and nursery grounds are dangerous

If the decision is taken to close our nursery, 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 nursery, 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
- Information through Seesaw
- Information at school entrances

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

Severe Weather Arrangements in our Nursery

At the Start of the Nursery Day/Before Nursery Starts

- Any nursery closure will be shared by the means given above. If there is no communication, our nursery 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 nursery
- All families should travel to the nursery safely. Please be aware that there will be limited parking and drop off areas at the nursery and campus in severe weather conditions
- A gritting/clearing plan is in place and this follows Midlothian guidelines. Please note that not all school campus paths and entrances may be open. In these circumstances enter via the main nursery entrances for each building
- Room registers are closed at 9.50 am on severe weather days supporting families to make their way safely to nursery
- Please limit phone calls to the nursery office before the start of the nursery day. Staff will try to answer calls, but may also be late in arriving to nursery, or supporting with arrangements for children arriving at nursery

During the Nursery Day

- Any closure during the nursery day will be shared by the methods given above from both Midlothian Council and our nursery
- Our nursery will contact all families via text message to state that our nursery 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
- Nursery closures are only made during the nursery day in extreme circumstances
- Communication linked to re-opening of our nursery 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 nursery office with any telephone number or email address changes.

Contacting Families During the Nursery Day for Closure

- All families will be contacted via text message/email through Groupcall to inform that the nursery will be closing
- A message will be sent to all families to say where children 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 children and families in a systematic way. Please note that this may not be your child's key worker
- 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.

Staffing and Room Structures During Severe Weather

- Our nursery will have an overview of staff who can attend our setting and those who are en-route but delayed due to weather
- Rooms may need to be re-organised due to reduced staffing numbers
- Rooms may need to combine
- The AHT and DHT will support across rooms as required
- The AHT, DHT and SEYPs will have an overview of room numbers, and will plan for combined rooms as required

Outside Spaces and Gritting

- Midlothian Council has a gritting plan for all settings. These do not cover all aspects of school and nursery playgrounds. A copy of this can be provided to families
- Wherever possible, children will be outside in most weather conditions
- If the playgrounds/outside spaces are icy, children may not be able to go outside for safety reasons
- The janitor will try to support all main gritted areas as per the plan for the campus
- As all playground/garden 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 nursery is closed due to severe weather conditions, we will move to remote learning experiences for our children. As a setting we will continue to support learning through:

- Seesaw
- Nursery website

Remote Learning Expectations

Our nursery has a generic learning grid in place on our nursery website. These can be used to support periods of severe weather and nursery closure. These will be in place to cover the initial period of remote learning.

In addition to this our nursery has the following expectations:

- Seasonal tasks will be uploaded to Seesaw to support our children learning at home
- Nursery staff will check in with families through a call home wherever possible (if an extended nursery closure)

Catering Arrangements

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 nursery we will actively try and contact families to support children to be sent home safely and as quickly as possible.

While we are waiting for children to be collected by family members, they will be supervised by members of our nursery team. Please note that this may not be their key worker, 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.

Nursery will communicate any alternative arrangements with families if possible before the start of the nursery 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.

