



# St Olave's Grammar School

## BEFORE AND AFTER SCHOOL AND BREAK PROCEDURES

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### Before School

1. Students must use the Park Avenue entrance (not Goddington Lane). Only in exceptional circumstances should students be dropped-off at the front of School (e.g. carrying a large musical instrument).
2. Sixth Form students are encouraged not to drive to School. Sixth Form students are only allowed to park in the bottom car-park. All drivers must use the Park Avenue entrance (not Goddington Lane) and must only enter the car park between 8.45am and 9.05am.
3. Students must not arrive on the School site until 8.00am. If arriving before 8.15am, students in Years 7-12 must go directly to their Form Room entering at their allocated points. Year 13 should go to the Pavilion

### Break

1. Students must eat any food either brought into school or purchased in their allocated external area
2. Students in Years 7-10 must not go into classrooms during break time
3. Students in Year 11 may use their form rooms during breaks. They must sit down and must not consume any food and drink (other than water).
4. Year 12 students may use their form rooms during breaks. Year 13 should use the Pavilion.
5. Sixth Form students may go off-site at lunchtime or when they have a non-taught/supervised period. They must use the App to both sign in and out of school. Students must use the Park Avenue entrance (not Goddington Lane).

### Wet Break

1. The Receptionist (or a member of SLT) will decide whether a wet break should be called and this will be signalled with 3 chimes of the School bell in succession as well as a notice on the information screens.
2. If a wet break is signalled, all Years 7-13 students must stay within the school building and covered areas of their bubble. They can use their own form room.
3. If a wet break is signalled, Duty Staff, including the reserve team, should follow the wet break duty rota.

## **Snow and Severe Weather**

1. Before school: If snow is on the ground then students must follow the above procedures except that between 8.15am and the start of Period 1 Years 7-13 students must stay within the school building and covered areas of the quad.
2. Break: Wet break will be called if snow is on the ground.
3. Students are prohibited from throwing snow whilst on the school premises.
4. In the event of severe weather conditions leading to school closure the following will apply:
  - If the decision is taken during school hours, parents will be notified by an email sent via Schoolcomms or by letter sent home with your son/daughter. Pupils will be dismissed and the School will take all reasonable steps to ensure their safe journey home.
  - For overnight decisions and subsequent closures, a notice will be posted on the homepage of the school website. The School will try to inform parents as soon as possible of such closures and will ensure that a notice giving the current status of the school is placed on the website no later than 7.00 am on the morning in question.

Our general policy is to keep the School open if at all possible.

## **After School (before 5.30pm)**

1. Students must use the Park Avenue exit (not Goddington Lane) between 3.30pm and 5.30pm. Only in exceptional circumstances should students be collected at the front of School (e.g. carrying a large musical instrument or a sports injury) during this time. After 5.30pm students should be collected from the front of School (the Park Avenue gates will be locked).
2. All Sixth Form drivers who are parked on the School site cannot use the Park Avenue entrance until after 4.15pm.
3. Only students who are being supervised by a member of staff may stay on the School site after 4.00pm. A member of the Senior Leadership Team will be on site until 5.00pm.

## **After School (after 5.30pm) and Non-School Days**

1. Students in Years 7-11 must wait under the Chapel unless a parent has given permission for their son to make his own way home. If a student is not collected and the parent cannot be contacted then the member of staff in charge will inform the Emergency Duty Team of the London Borough of Bromley (0300 303 8671) and a social worker will take over responsibility. Sixth Formers may make their own way home.