

St Olave's Grammar School



BEFORE AND AFTER SCHOOL AND BREAK PROCEDURES

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 and are encouraged not to park off-site. All drivers must use the Park Avenue entrance (not Goddington Lane) and must be on the School site before 8.15am.
3. Students must not arrive on the School site until 8.00am. If arriving before 8.15am, students in Years 7-11 must go directly to the Small Hall where they will be supervised by the Duty Team Leader. Sixth Form students may go to the Sixth Form Common Room at this time. Food and drink is available from the School Canteen until 8.15am. Students must consume any food and drink (other than water) purchased from the school canteen in the Small Hall.
4. Between 8.15am and the start of form period (8.40am) students may use their form rooms. They must not consume any food and drink (other than water).

Break

1. Cold food and drink must not be consumed anywhere other than the Pavilion, Small Hall, Courtyard or Quad/Cloisters. The Sixth Form are not allowed to eat food and drink in the Sixth Form Common Room. All hot food purchased must not be consumed anywhere other than the Small Hall or Pavilion.
2. Students in Years 7-10 must not go into classrooms other than to access their lockers during the first minutes of break and last five minutes of breaks (i.e. after the warning bells at 10.55am and 1.40pm).
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. Sixth Form students may use the Sixth Form Common Room or Pavilion during break.
5. Sixth Form students may only go off-site at lunchtime. Students must use the Park Avenue entrance (not Goddington Lane).

Wet Break

1. The Receptionist (or a member of SMT) 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 7-11 students must stay within the school building and covered areas of the quad. They can use their own form room. (At lunchtime they should do so having had their lunch in the Small Hall). Whilst in their form room students must not consume any food or drink (other than water).
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 form period 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.
 - The school will remain open for external examinations regardless of the weather or school closure. It is crucial that students who have an AS/A2 exam make every effort to come into school to take the exam, even if this means arriving late, as it is possible that the exam board will still accept the paper.

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 between 3.30pm and 3.50pm.
3. Only students who are being supervised by a member of staff may stay on the School site after 3.30pm. The Main School library is open until 4.15pm and the Sixth Form Library is open until 4.30pm. Students wishing to stay on-site between the end of School and the start of an evening event must seek specific permission and be supervised during this time. 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.