



ST JOSEPH'S SCHOOL PLEASANT POINT

PROCEDURE FOR SCHOOL CLOSURE AFTER 9.05 A.M. (In the event of extreme weather or a natural disaster)

GUIDELINES:

1. Where possible in an emergency, school should be closed prior to 7.30 am so parents take responsibility for their children without further school action.
2. In the event of severe weather or a natural disaster the decision to close the school after 9.05am will be made by the Principal in consultation with the Board of Trustees Chairperson and/or the Bus Controller, depending on the event.
3. Parents of children or their nominated alternative caregivers will be contacted to determine how the student will be collected from school. The course of action for each student will be recorded on the class lists.
4. Ringing lists will be maintained to reach all school families. If phones are out of order we may have to rely on radio broadcasts to notify parents of the fact school is closing.
5. If the parents of any children cannot be contacted, some staff will be required to remain on site with them or in another safe place. In choosing these staff consideration will be given to other responsibilities staff may have.
6. Should the school site have to be evacuated we will ensure parents know our whereabouts either by leaving a person on site or by a notice inside the Administration block window.

Reviewed: 12 April 2005, August 2008, August 2011, August 2012, February 2014

Chairperson: _____

Date: _____

This policy should be read in conjunction with the Special Character policy and the school's Mission Statement.