



ST JOSEPH'S SCHOOL PLEASANT POINT

PROCEDURE FOR SCHOOL CLOSURE PRIOR TO 9.05 A.M.

RATIONALE:

A co-ordinated approach to school closure in the event of circumstances affecting both Pleasant Point schools is necessary.

The following procedures relate to occasions where consideration needs to be given to school closure, prior to school starting for the day because of flooding, snow, or other extreme conditions and will be initiated by the Principals in conjunction with advice from Atkinson & Dosset buses.

GUIDELINES:

1. The local bus controller will contact the Principal of St Joseph's School or their delegate to consider the following:
 - whether the buses are able to run safely
 - whether a full school day will be possible
 - the availability of staff
 - Civil Defence information
 - weather forecast
2. The decision needs to be made and communicated to radio stations between 7.00 & 7.30am if possible to inform parents of the situation. Parents will be expected to listen to the radio for information, as they will not be contacted by the school. (Port FM (03) 688 9886 and Radio Network (03) 684 8152)
3. Once a decision has been made the Schools Principals will be responsible for contacting their own staff and Board of Trustees Chairperson.
4. Each school will have its own set of internal procedures for the implementation of this policy once the decision to close has been made.

EMERGENCY CLOSURE GROUP FOR 2014

Bus controller for local buses
St Joseph's Principal

Mark Creba
Collette Sandilands

Reviewed: April 2013, February 2014

Chairperson: _____

Date: _____

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