KAIKORAI VALLEY COLLEGE

INCLEMENT WEATHER PROCEDURE

Rationale:
From time to time weather conditions may impact on the ability of the school to offer classes. This may be due to staff and students not being able to get to school safely, or due to school facilities or services being incapacitated in some way.

PURPOSES
1. To ensure that those responsible for the opening/closing of the Kaikorai Valley College, and the transportation of students to and from school, are notified of any changes as soon as practically possible.
2. To provide a means of disseminating information when a variation to the school opening times and/or the school bus schedules is made.

It is important that staff listen very carefully to messages given and do not place their own interpretation on them e.g. No school buses running does NOT necessarily mean the school is closed! There is an expectation for staff to attend school unless it is unsafe to do so.

GUIDELINES
1. If forecasts suggest the possibility of inclement weather, students are advised the day before to listen to the radio station cancellation service Radio Dunedin 1305AM.
2. Designated staff member (Mr Downes) checks the local area at approximately 6am, being aware that Stanley St (and now Kenmure Rd) are main bus routes. If they are clear, there is a good likelihood that the school may remain open. Check Radio Dunedin at 6am (1305AM) and try and get an idea of what is happening with roads and schools, although most schools delay making a call until between 6.30am and 7.30am.
3. Check the NZTA, AA and Otago Daily Times websites to see which roads are closed, noting that the situation can change rapidly and some are not always reliable.
4. Assigned staff who may be able to provide information on road and weather conditions contact (via text, email) the designated staff member (Mr Downes) or their delegate preferably before 6.30am if possible. This includes Mr Geerlofs – Halfway Bush. Updates continue over the next hour or so.
5. Around 6.30am the designated staff member (Mr Downes) will call Otago Road Services (Kaikorai Valley College bus company - 488 3137). The bus service may make a recommendation, or alternatively rely on the school to make a decision.
6. Designated staff member contacts the caretaker for advice of the current situation at the school. The caretaker is a good source of information about conditions on KV Rd and around the school. **At this point the decision is made and the caretaker is advised.**
7. When the decision is made to close the school or implement a 10.00am start (as a last resort) Radio Dunedin (951 3600) is advised. Note that there may not actually be a receptionist and the staff member may find that they are 'live' on the radio. On occasion a call back is made, if conditions are clearly worsening and the decision is changed.
8. The Radio Network (474 8400) may also be contacted but often there is no answer - leave a message if possible. Note that confusion may be made between Kaikorai Valley College and Kaikorai School (Primary).
9. The designated staff member sends an email message to all staff, advising the decision. If conditions worsen a second message is sent.
10. The designated staff member asks the Head of Department ICT to place a notice on the school website and Facebook page.
11. A message is placed on the ODT website.
12. The designated staff member advises the Principal, who in turn will advise the Board Chair of the decision, this may be by phone call, email or text.
13. The Principal and other staff man phones at the school for those families who have call in.
14. In the event of a major weather event requiring an evacuation, a decision will be made as quickly as possible by the senior management team and the Executive Officer. They may call on other members of staff who are critical to the process.
15. Where a decision is made to get students home a bell will be rung three times. This is the sign to ALL staff to bring students across to the hall. NO students are permitted to leave the school grounds; they must be escorted over to the hall. We will try to avoid breaks but this is not always possible. All staff are also required to report to the hall.

16. Block monitors/wardens will be responsible for ensuring each building has been cleared.
17. Property and Grounds staff will report to the Executive Officer for instructions
18. The students will be told exactly what is happening to avoid miscommunication or panic.
19. Updated rolls, including absentees, will be given to staff so that as students leave accurate records can be kept.
20. Bus companies will be contacted to determine transport arrangements that can be communicated to students and caregivers. Road conditions will also be determined so that this can also be added to communication through social media.
21. A message will be communicated to parents and carers through: the school's website, bulk texting, radio stations, bulletins boards and the school Facebook page. Students will also be permitted to use their own cell phones from the hall to contact parents. Additional phones will be made available for those who do not have cell phones. NO students are to be sent to the office. At least two lines will be kept free at all times for emergency communications. The bulk text will also refer them to the social media site.
22. Teacher Aides will assist in the office as required
23. From the hall, staff not supervising a form class may well be asked to station themselves at various exit points around the school.
24. Where buildings and property might be at risk some manpower may be called upon to minimise the risk, if this can be done safely.
25. Any areas where there is a danger will be roped off as quickly as possible and staff may be stationed nearby.
26. As parents come to the school they will be directed to the hall foyer where staff will find their children for them to take home. We wish to avoid parents going into the hall and causing concern through stories about road conditions.
27. As numbers reduce consideration will be given to those staff who live in areas where getting home may be difficult and they will be released as soon as is feasible. No staff are to leave the premises without the knowledge of the office.
28. Remember our first responsibility is to the students and providing adequate supervision.

Date of Confirmation by the Board of Trustees	29 July 2015
Next Review: July 2018	
Reviewed	
Reviewed	