

# 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, staff and students are advised to check their texts, emails, the school's facebook page and website.
2. The Director of the Dunedin Secondary school Partnership will check in with designated staff members from various schools at approximately 6 am as well as bus companies. He will ultimately make a call on whether schools shall; close, start late or remain open and notify schools (usually the principal)..
3. The DP/AP will place a notice on the schools website, facebook page and a text/email message sent to staff and students.
4. The Principal will advise the Board Chair of the decision, this may be by phone call, email or text.
5. Office staff or members of the SMT will monitor phones at the school for those families who call in.
6. 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.
7. 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 (not sent) 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.
8. Block monitors/wardens will be responsible for ensuring each building has been cleared.
9. Property and Grounds staff will report to the Executive Officer for instructions
10. The students will be told exactly what is happening to avoid miscommunication or panic.
11. Updated rolls, including absentees, will be given to staff so that as students leave accurate records can be kept.
12. A message will be communicated to parents and carers through: the school's website, bulk texting, emailing 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.
13. Teacher Aides will assist in the office as required
14. From the hall, staff not supervising a whānau class may well be asked to station themselves at various exit points around the school.
15. Where buildings and property might be at risk some manpower may be called upon to minimise the risk, if this can be done safely.
16. Any areas where there is a danger will be roped off as quickly as possible and staff may be stationed nearby.
17. 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.
18. 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.

19. Remember our first responsibility is to the students and providing adequate supervision.

See also "Mass notification procedure".

Date of Confirmation by the Board of Trustees	29 July 2015
Reviewed	28 July 2018
Reviewed	14-06-2022