



ST GERARDS SCHOOL

LOVE-aroha ai... LEARN-ako ai... GROW-tipu ai

St Gerards School Snow day Closure Procedure

Purpose of Procedure	Legislation reference	Guidelines to be followed	Delegations
<p><i>The board wish to ensure that all staff and students are safe in situations of school closure.</i></p>	<p>Health and Safety at work Act 2015</p>	<ul style="list-style-type: none"> • Principal is informed by cell phone that schools are closed due to weather or Go Bus will not be running buses at all or late due to snow or ice. • The principal will inform all staff by cell phone that school is closed or late opening. • MORE FM Central Otago & Southern Lakes Classic Hits 99.9 fm will be informed by Principal representative of the closure or late opening. • BOT chairperson is to be informed by the Principal if the school is closed. • A message is placed on the facebook and the class reps will txt all families to say that the school is closed or opening late. 	<p>Principal rep</p> <p>Principal</p> <p>Principal rep</p> <p>Principal</p> <p>Principal</p>

		<ul style="list-style-type: none"> • If the principal cannot get to school, the closest staff member, will be asked to monitor if any students arrive at school and will contact parents to come and get the children. <p>IF SCHOOL IS CLOSED AFTER THE SCHOOL DAY HAS BEGUN-</p> <ul style="list-style-type: none"> • Go Bus will make this call and then the above procedures will be followed. • No child will be placed on a bus, if it can not be confirmed that someone is at home to meet them. • A staff member will remain at school until all students have been picked up. Phone numbers etc are on the reverse of this procedure . 	Principal/ Carolyn Lyon
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