

23 PROCEDURE: EMERGENCY CLOSURE**Aim**

To provide guidelines for staff on whether the school should close because of bad weather e.g. snow.

23.1 Guidelines

- 23.1.1 At 7.15am on the day of bad weather occurring, the Managing Teacher should decide whether the school is to open or close or to delay the start time till 10.00am. Parents will be advised through, Facebook page, school phone message and the local radio stations.
- 23.1.2 If open, the Managing Teacher will open the school at the usual time and arrange for relievers if any staff are unable to travel (*Ref: O&A Winter Travel Policy*)
- 23.1.3 When the start time has been delayed to 10.00am the decision to remain closed will be confirmed to parents through Facebook, school phone message and contacting the local radio stations by 8.30am.
- 23.1.4 If school stays open the situation is to be reviewed throughout the day as necessary. If the weather deteriorates, the priority to leave Montessori Children's House Wanaka will be given to staff depending on their travel / location arrangements.
- 23.1.5 If bad weather persists the same procedure is to be followed the following day.
- 23.1.6 The school must close if the temperature falls below 16°C 500mm above the floor.
- 23.1.7 In the event of school closure fees will not be charged unless the centre closure occurs mid-way through a child's enrolled hours for the day, when fees will apply to the end of the child's enrolled hours.
- 23.1.8 In making the decision whether to close, consideration is to be given to police advice regarding driving/road safety and the decisions of other schools. However, Montessori Children's House Wanaka will not simply follow Primary School and Mount Aspiring College as we are not reliant on buses and should allow parents' choice whenever possible.
- 23.1.9 If the decision has been made to open with a delayed start time of 10.00am all staff able to travel to school safely should aim to arrive by 9.30am.
- 23.1.10 If the decision is made to close the school, but rostered staff are safely able to travel the day will be utilized as a teacher only day.