

## Extreme Weather Policy

### Rationale

The extreme weather policy exists to ensure the safety and well-being of all students and staff when the playground is not accessible due to extreme weather. The existing playground roster becomes null and void.

### Extreme Weather Aims

- High Summer temperatures
- Wet weather
- Severe cold weather temperatures
- Electrical storm conditions
- Other
- To provide an alternate arrangement for playground practices (see playground policy) during extreme weather.
- To specify areas to where primary and secondary students can gather safely *under supervision*.
- To plan for times when weather is extreme
- To plan for times when students need restricted access to the grounds.

### Implementation

Teachers will be informed that extreme weather duty will take place by three methods:

- a) A notice on the staffroom whiteboards before school starts.
- b) An announcement over the speaker system at least five minutes before a break by an executive member; and or
- c) Staff can look outside to see if it is raining.

\* If it rains while the students are on the playground or electrical storm conditions become present the duty teachers consult each other and then make the call, maybe they will call the office on the walkie talkies to let other staff know also.

\* Executive staff will allocate eating and playing areas when grounds are wet but it is not raining.

Upon decision to implement extreme weather procedures, normal duty rosters do not apply. For secondary teachers, a notice of revised roster will be written on the whiteboard and checked by the AP. Primary teachers split duties between grades.

#### **Before 8:30am K-10**

- In case of extreme weather or electrical storm conditions, students who arrive at school before 8:30 am will wait in the canteen shelter area.

#### **8:30-9:00 am K-6**

- All students need to wait on verandahs outside their classrooms and wait for their teacher's direction.
- One minimum of one teacher per grade will supervise the children in rooms.
- Access to classrooms is at the discretion of the classroom teacher or duty team.

#### **8:30-8:45 am Secondary**

- *All students wait on verandahs outside R block, S block and W block.*
- *Teachers support rostered teacher on duty.*
- *Access to classrooms is at the discretion of the classroom teacher or duty team.*

#### **11:00-11:17 am K-6**

- A minimum of one teacher per grade is to be on duty. A swap should be made at 11:10 am to give all teachers a break.

#### **10:40-10:55 am Secondary**

- *Staff follow agreed wet weather roster on whiteboard in secondary staffroom. All teachers patrol.*

#### **1:15-1:45 pm K-6**

- One teacher per grade is to be on duty for 25 minutes (first half) with a swap taking place for second half.
- The teacher on duty will decide if lunch will be held in classrooms or on the verandah, observing duty-of-care at all times. The hall may be used on occasions of extreme weather.

#### **12:40 –1:30 Secondary**

- *Students remain on verandahs. Duties as per whiteboard roster. All teachers patrol. Students may access classrooms at the discretion of the duty team maintaining duty-of-care.*

### **Canteen Duty**

In the event of wet weather, executive staff (who are not on class at this time) will cover the duties of canteen supervision in order to assist student management.

### **Extreme Weather Bus and Pick-Up Duty**

Students, K-10, assemble as follows:

- Students who catch early buses are to assemble quietly in the canteen shelter.
- All other bus students, K-10, will wait on the verandahs above the canteen / shelter area.
- Students who are walkers (surnames)

***A-L, Gwydir St. exit, assemble on the Year 1 Cluster verandah.***

***Students K-Z Boston St. exit, assemble on the S block verandah.***

- Parents picking up children must come to wet weather pick-up points to collect children.

***Pick-up Points:*** Gwydir Street walkers - Year 1 Cluster verandah.

Boston Street walkers - S block verandah.

## **WALKERS**

Students who are walkers and bike riders, in the event of heavy rain, will be asked to wait in the hall until deemed appropriate by duty teachers to leave in the usual manner.

\*\* While the duty roster will apply after school, as many staff as possible are asked to assist with safe exiting during wet weather.

## **General**

Teachers who are on normal playground duty are responsible for making the decision for withdrawing students from the playground if the weather becomes too extreme for safe use. In this event, all children are to wait on their verandahs / designated areas. All staff will assume extreme weather duties.

In the event of extreme heat or cold conditions, a decision about student location will be made by school executive, prior to bells.

Normal after-school duty roster is followed but executive and other staff will provide assistance.

Please monitor the number of children that are sent to the toilets and the canteen.

It will be the responsibility of the Groundsman to ensure that bins are on all verandahs and that these are emptied after lunch.

All children must:

- Walk at all times **NOT RUN**;
- Follow footpaths; and
- Remain with teachers on duty in each location and listen for directions.

## **Budget**

The budget for the Extreme Weather Policy will be organised by the finance/administration officer through the executive. This may involve the use of videos for long periods of rainy weather / extreme weather conditions.

## **Evaluation**

A staff team will review the policy as required.

Last Review Oct 08   Next Review Oct 10