



# DUNEDIN RUDOLF STEINER SCHOOL AND KINDERGARTEN

## Emergency Closure Procedure

### **Snow days or adverse weather:**

Dunedin Rudolf Steiner School and Kindergarten may either open late or stay closed for a whole day if there are adverse weather conditions. The Management Team make the decision based on information from strategic points around the city. If the other Schools in the West Harbour area are closed then we would follow their lead.

Assessment of the roads and weather takes place from 6.30 – 7.30 am and a decision for a delayed start is made by 7.30 am. This decision is based on whether staff are able to arrive at school. By 8.15 am a decision would have been made as to whether to close for the whole day.

### **Contacting Staff**

The Principal will call the school teachers and teacher aide(s). The Kindergarten Head Teacher will call Kindergarten Teachers. The Executive Officer<sup>1</sup> will call the other administrative staff and the caretaker.

### **Local radio announcement, facebook and answer phone**

The Kindergarten Head Teacher will put a notice on local radio. (At 7.30am she calls 477 1305 and to Mediaworks 951 3600 which puts the notice on several stations and the Dunedin Cancellations Facebook page. The Executive Officer will leave a message<sup>2</sup> on the school answer phone so that callers know that school is having a delayed start with the possibility of being closed for the day. The school's facebook page will also be updated with a snow closure message.

Parents are advised to check the school phone message or the Facebook page. They could also check the Hits or the Dunedin Cancellations facebook page or listen to the local radio stations (98.2 Breeze, More FM 89.4 FM, Dunedin Radio 99.8 or Classic 97.4 FM).

Parents should also be aware that our school may be closed while others are open, due to the wide area that staff and students come in from.

If the School and Kindergarten need to close for any other reason, parents will be contacted by the school as soon as possible.

If the school is closed for a half day or more (ie 2 hours or more then the Ministry of Education must be informed, and a request should be made for an exemption to shorten the school year as a result of an emergency closure.

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Signed: \_\_\_\_\_ Designation: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<sup>1</sup> Except on Fridays when the Administrator, Roberta, will be called by the Principal so she can update the message.

<sup>2</sup> As above