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 or other events that prevent opening. The Management Team make the decision based on information from strategic points around the city and on what other schools are doing. This is essentially a decision based on whether teachers can travel to school safely so that school and kindergarten is effectively staffed.

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. By 9 am a decision is made on whether to close for the whole day. The initial notifications to parents of a late start will also advise that a decision to open late or stay closed will be made an hour before any suggested late start.

Contacting Staff
The Principal will call the school teachers, music teachers and teacher aide(s). The Kindergarten Manager will call Kindergarten Teachers. The Executive Officer[1] will call the other administrative staff, the playgroup coordinator and ancillary staff (eg cleaners).

Contacting parents
The tumuaki sends a text message to all school parents via the Student Management System (Edge). The kindergarten manager sends an email to all kindergarten parents. The playgroup coordinator emails the playgroup whānau.

The Executive Officer will leave a message[2] 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 by the tumuaki or administrator with a closure message.

Parents are advised to check the school phone message or the Facebook page.

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.

Informing the Ministry of Education
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, or for ECE emergency closure funding for kindergarten – email enquires.dunedin@education.govt.nz .

Signed: R. Lister Designation: Tumuaki

Dated: 10 / 8 / 2026 Review Date: 9 / 8 / 2029

[1] Except on Fridays when the Administrator, Roberta, will be called by the Principal so she can update the message.
[2] As above