

CHRISTCHURCH RUDOLF STEINER SCHOOL

College Principal Group

Management

NAG 5 Policy **Health and safety**

Procedure 2.4 **SCHOOL CLOSURE**

Reasons for closure of the school may be varied and possibly unforeseen. They would include:

- Weather conditions
- Natural disaster
- Service breakdown – electrical, heating, water etc
- National Celebration
- Industrial Action

The decision to close the school will be made by the Principal and two members of the College Principal Group who live closest to the school and in consultation with the Chairperson of the Board of Trustees. In case of doubt, during an emergency, the final decision rests with the Principal or nominee (CPG Civil Defence Manager) and Chairperson of the Board of Trustees.

This decision will be communicated to parents/caregivers, at the earliest opportunity by email, group text, local radio stations, class email, website and school answer phone, but, if possible, no later than 7.30 am on the day of closure. A message will also be available on the schools answer phone with the relevant information.

Parents who live far from school will need the earliest notification and that would find this announcement too late because of travelling time will be asked to make this known in response to the 'Civil Defence Preparedness Letter'.

The College Principal Group will make provision for the supervision and, if necessary, the care of pupils who arrive at school, or who are at school at the time the decision to close the school is made, and who cannot be returned to a supervised home.

Date approved: 25.06.2009

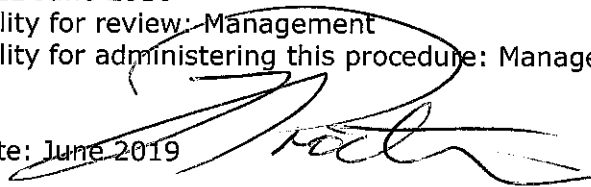
Reviewed 22 June 2016

Responsibility for review: Management

Responsibility for administering this procedure: Management

Signed

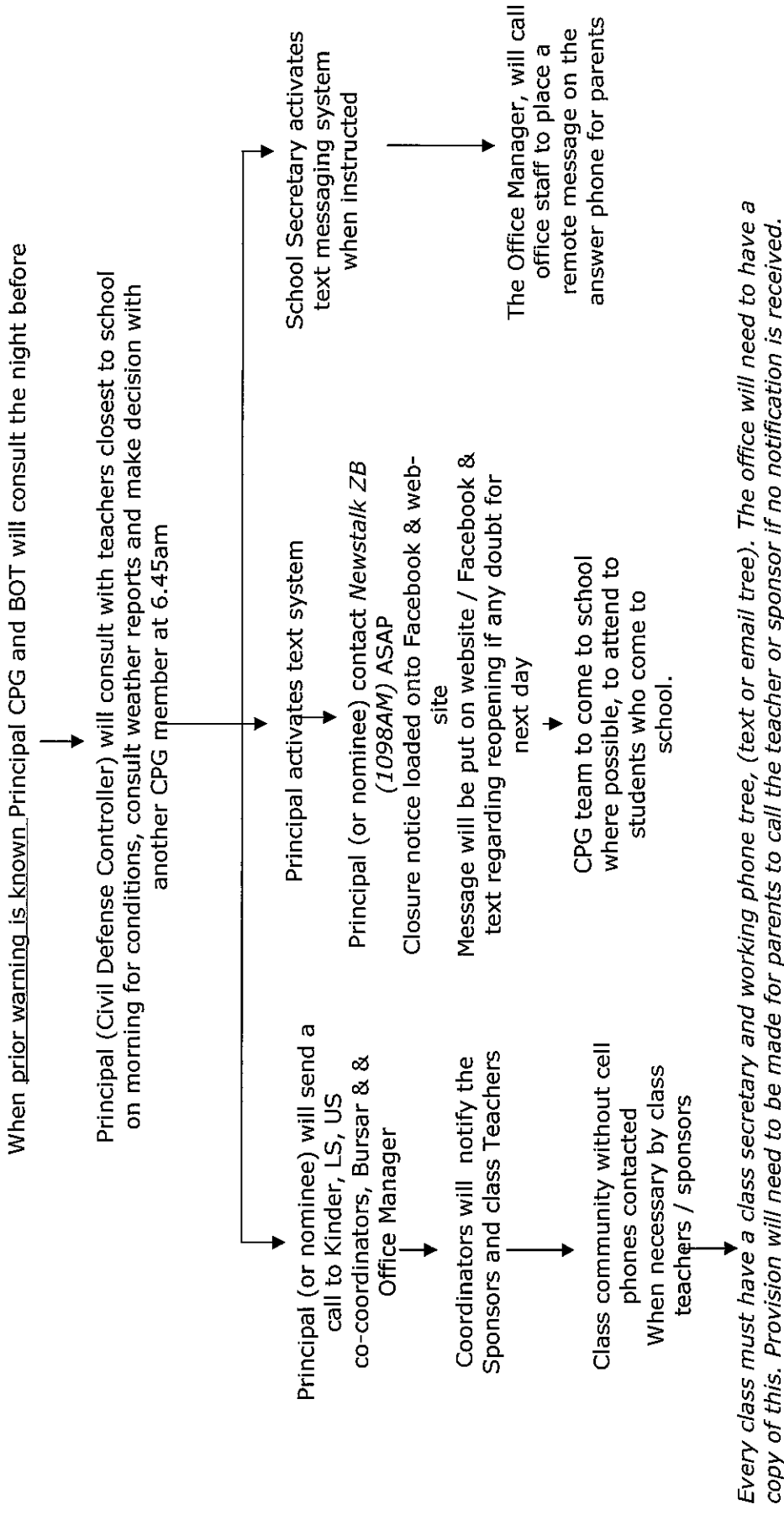
Review Date: June 2019



Closure before school opening For adverse weather, earthquake or Pandemics

School will advertise & inform parents to open emails, listen to radio & check texts if concerned about weather

Responsibility for decision:
Principal, one other CPG member and Board of Trustees



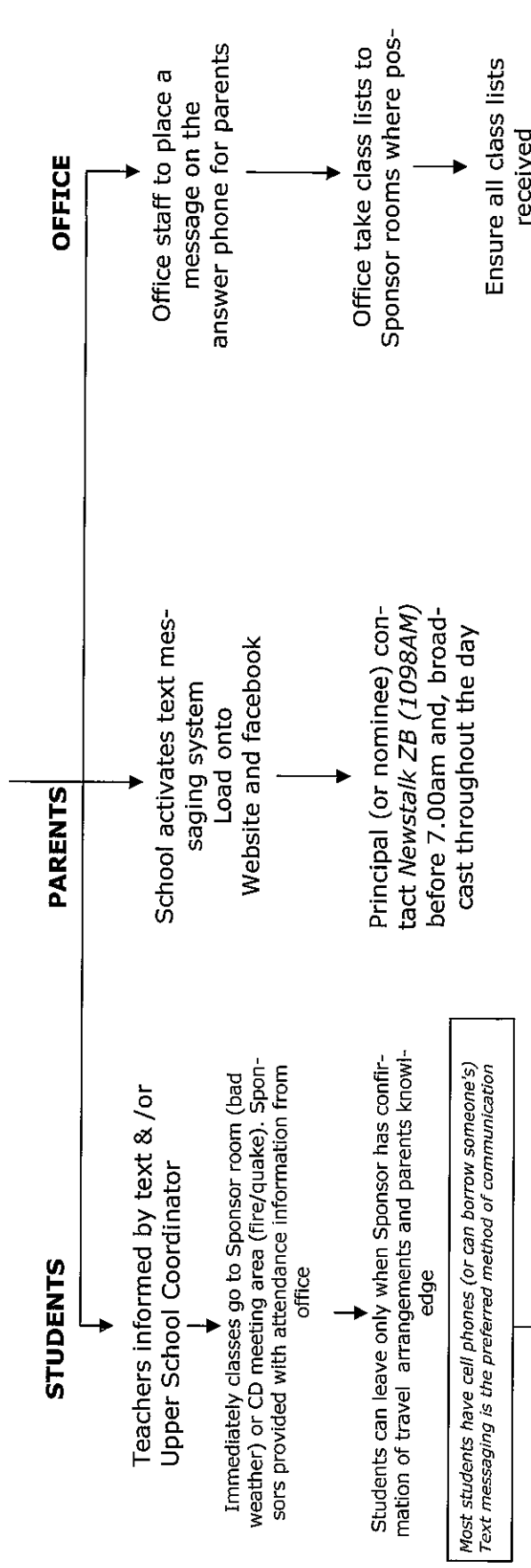
ALL Teachers, Sponsors and Class Secretaries must keep teaching and community phone trees at home

Safety is the paramount concern for all students and staff

Process for school closure (US) For severe weather, earthquake

During school closures—Upper School

Responsibility for decision:
Decision made by the principal, CPG members and Board of Trustees
Principal (Civil Defense Controller) will inform Upper School Coordinator



Students leaving must be noted on roll by Sponsor & alternate home address (where necessary) Sponsors to remain at school until all students have safely left. Classes may be combined

Class lists & time students picked up and alternate addresses where they have been taken to (written by Sponsor) to be in the office before Sponsor leaves school
Students with own transport may leave only with parental permission

NOTE: In critical instances teachers may need to stay at school beyond 3pm to care for students. Responsibility for care of students is Management who may direct teachers to remain with classes.
Teachers living in affected areas (e.g. have to go over the hill etc.) need to arrange with colleagues to take care of class if they leave school. Classes could combine when numbers diminish. Each section designate a room for this to happen.

Teachers to remain onsite until all students are catered for.

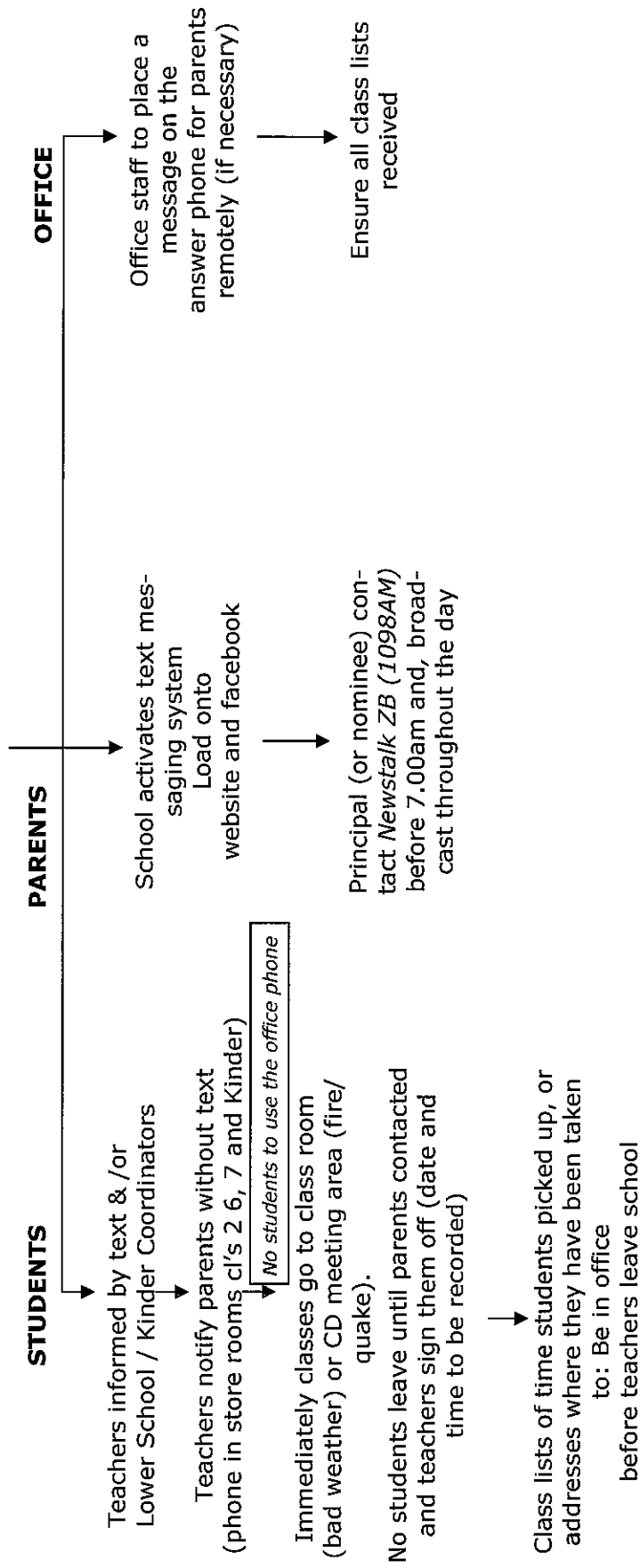
Process for school closure (LS/ K, For severe weather, earthquake

Closure during school — Kinder and Lower school

Responsibility for decision:

Decision made by the Principal, CPG members and Board of Trustees
Principal (Civil Defense Controller) will inform Lower School and Kindergarten Coordinators

Principal (Civil Defense Controller) will inform staff



NOTE: In critical instances teachers may need to stay at school beyond 3pm to care for students. Responsibility for care of students is Management who may direct teachers to remain with classes.

Teachers living in affected areas (e.g. have to go over the hill etc.) need to arrange with colleagues to take care of class if they leave school. Classes could combine when numbers diminish. Each section designate a room for this to happen.

Teachers to remain onsite until all students are catered for.