

PROCEDURES FOR DEALING WITH EMERGENCY REQUIRING CLOSURE OF SCHOOL DURING SCHOOL HOURS

School Phone No. 3478 448

School website – www.westmelton.school.nz



Selwyn District Council, Civil Defence, Ministry of Education, Met Services and Police to be checked for Health & Safety, updates.

Decision to close school early made by Principal based on above information. BOT Chairman consulted.

Contact made with parents, where possible, to advise of early closing by email, cell phones for mass texts and website - Office and non teaching staff

Radio Stations (3ZB, The Breeze, More FM) contacted. (Admin)
Website updated

Teachers responsible for own class children.

- Parents need to uplift children from child's classroom.
- If it is safe buses will follow normal procedure.
- Children will not be allowed off the bus unless a parent or caregiver is at the bus stop. They will be brought back to school and supervised. Parents will need to pick them up from school.
- Teachers will accompany all bus runs.
- If school uninhabitable, children will be relocated to the Methodist church (corner of Weedons Ross road and Main road)

In the unlikely event children cannot be released and parents cannot uplift children, children will remain at school supervised until further directed by either Civil Defence or in light of further information.

For the safety of children:

- Children will be released before 3 p.m. only to parents/ caregivers who collect them from school.
- In some emergency situations eg: high winds, earthquakes the Principal may choose to keep children @ school beyond 3 p.m. in consultation with civil defence and BoT chair (check website, text messages and emails)
- In this situation we would expect parents to collect their children from the school when advised conditions to be safe.
- Emergency box will include torches, batteries, hand sanitizers, and water.