

Cranbourne West Primary School

INCLEMENT WEATHER POLICY

RATIONALE

Schools have a duty of care to staff and students at all times. This duty of care includes protection against inclement weather during times when students would normally be outside.

GENERAL STATEMENT

The wellbeing of students and staff during times of inclement weather will be ensured by consistently implementing a planned management strategy that will cater for all circumstances.

IMPLEMENTATION GUIDELINES

- The wellbeing and security of our students is our first priority
- As part of the usual yard duty timetable process, an inclement weather timetable will be activated by the Principal, or nominee, when conditions outside are considered to be unsuitable for students and staff.
- Once a PCO has instigated an Inclement Weather day, all teachers are expected to be in their classrooms at 8.45am.
- Inclement weather is generally defined as extreme heat, rain, lightning, or any other condition that is considered by the Principal or nominee to be unsuitable.
- Where inclement weather is obvious prior to children being dismissed for a recess or lunch break, an announcement will be made by the Principal or nominee advising class teachers to follow the inclement weather time-table until further notice.
- In such cases, teachers will supervise a number of grades [as previously agreed to by teachers concerned], for half the recess or lunch break, then swap over.
- Teachers, other than classroom teachers, will similarly share the supervision. Specialists will be distributed across the Areas according to student numbers.
- All children will be confined to classrooms unless permission has been granted by a teacher to leave temporarily, e.g. toilet break.
- Students will be expected to walk indoors at all times, and undertake appropriate indoor games and activities.
- In the case of inclement weather during a recess break, a yard duty teacher will inform the Principal or nominee of the possible need to activate the inclement weather timetable.
- The Principal or nominee will assess the situation and make the decision to call the students inside or alternatively, to seek adequate shelter, in which case the yard duty teachers will continue to supervise outside.
- In the event of an Extreme Weather alert being instigated at school finishing time:
 - Parents will be advised by Sentral/Website/Facebook that an Extreme Weather Alert is in place and when lit is lifted [after weather clears]
 - Students are to remain in their classrooms with their teachers until 3.45pm when remaining students will be moved to the library with a supervising teacher from each Area
 - It is vital during this time that phone calls from the office to the classrooms and later the library will be answered
 - Parents will be directed straight to the classrooms/library to collect students until 3.30 pm when teachers will escort students to the office area
 - A checklist of who has been collected should be kept by the Classroom Teacher
 - Office staff will log all relevant calls from parents
- All staff and students are required to wear sun smart hats during Terms 1 and 4 consistent with the school's sun smart policy.
- Scheduled sport, physical education or other outside activities will need to be rescheduled or alternatively organised during times of inclement weather.

EVALUATION

This policy will be reviewed as part of the school's three year cycle by the Administrative Committee and ratified by School Council