



# Timaru Christian School Procedures

## HS13 - School Closure

It may prove necessary to close the school due to extreme weather conditions or some local emergency. The principal must consider the following actions:

- Consult with senior management and the Presiding Member.
- If closure is weather related, monitor the forecast closely.
- Any decision to close the school should be made by the principal, in consultation with the Presiding Member, as soon as possible.
- Update any voice message system with the new status of the school.
- Put signage up at school gate(s).
- Put on Facebook, text/e-mail all parents, if possible.
- Liaise with other agencies affected (bus company, etc.).
- Inform local radio stations of the closure.
- Inform staff of the closure, and any expectations of their attendance.
- Keep any children who arrive at school safe and arrange for their pick-up.

If closure is required during the school day:

- Teachers maintain an appropriate programme in the classrooms, keeping children safe and occupied.
- Teachers are tasked with signing out children to parents or caregivers.
- Teachers may not leave the school until the principal gives permission.

It is important to maintain up to date contact lists for students and all staff.

The school must advise the Ministry of Education of the closure as soon as possible, and apply under Section 65E(2) of the Education Act, 1990, to reduce the number of half days it must be open for the year.