



montessori school

Catastrophic Weather Procedure

1.1 Introduction

Banksia Montessori school is situated amongst residential housing and is custom built for kindergarten and pre- primary children. The School consists of two buildings.

In the event of catastrophic weather conditions occurring where Banksia Montessori School is located in Dianella, Western Australia the following steps will be followed.

1.2 Steps

1. The Principal will receive the warning that School should be closed the next day by message from the Association of Independent Schools of Western Australia (AISWA).
2. Members of staff (administration, educational, gardener, cleaners,) will be advised that the School will be closed the following day and not to attend school.
3. The Principal will then contact School administration who will email a note to all parents that School will be closed the following day. Parents will also be informed that they will again be notified by email when School will reopen.
4. The School's Facebook operator will be advised by the Principal to host the School's closure and reopening details.
5. If weather conditions improve dramatically the Principal may stand down the pre-emptive closure measures. The final decision for a pre-emptive closure of the School will be made no later than 12 noon the day before the planned closure.

During the pre-emptive closure:

- Advice from Emergency Services will be followed.
 - The Principal will be at School gate for an hour from 8:30am to advise any arriving parents of the School closure that day.
 - Prior to departing the Principal will post notices at the School gates advising that the School has been closed due to catastrophic weather conditions.
6. If the catastrophic weather warning is received while the children are at School, parents will be advised to collect their children immediately and all staff will be sent home. The gardener and cleaner will be messaged about the School's closure.

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Signed by Chairperson:

Council Approval Date:

Council Review Date: