

Anson Street School

**Snow Procedure**

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*Anson Street School is committed to ensuring the safety of staff and students during adverse weather conditions such as snow.*

# Anson Street School

**Reviewed: 19/06/2024**

**Purpose**

The purpose of this safety plan is to outline procedures for staff and students to follow in the event of snowfalls which cause roads to close. If roads are closed in the morning, staff need to determine whether it is safe for them to travel to school, remain at home or to proceed to the closest school. If snow falls during the day and roads begin to close, procedures need to be in place for the safe travel home by students and staff.

## Context

Anson Street School is situated in Orange NSW and the city experiences snow each year.

## Audience

Staff, parents and students.

## School Procedures

***Snowfalls resulting in roads being closed prior to school:***

1. The principal will be in contact with the Director Educational Leader, who can indicate whether staff should remain at home or proceed to closest school for work. Executive will be notified of decision via WhatsApp.
2. The principal will contact the following radio stations and advise them that there will be minimal supervision at school. This will be done by 6.45 a.m. and hopefully announced at regular intervals.

Stations: Orange: Star FM – 105.9 6362 2144

2GZ – 105.1 6362 2144

1089 AM 6360 0900

ABC AM – 549 6393 2511

1. The principal or delegate will use WhatsApp to contact all staff.
2. Staff may be required to report to their nearest school. Ensure you sign on and then follow the directions of that principal. In the event there are few students at the nearest school, you are likely to be sent home, where work should be carried out in school hours.
3. Staff in Orange area should attend school only if it is safe on the roads.
4. If the weather clears you are expected to attend Anson Street School as soon as it is safe to do so.
5. On the next workday, please indicate on the sign-on sheet which school you attended or whether you worked at home.
6. Inform parents close to winter of the snow arrangements via newsletter, Facebook and SeeSaw and Parent Portal.
7. At no stage is it expected that staff will take unnecessary risks to come to school and common sense should prevail. The school however cannot be officially closed.

***Snow falling during the day resulting in roads being closed:***

If snow falls during the day, the principal or delegate will contact the RMS or local council to check on roads. Parents and carers will be notified by the Sentral Parent Portal. The Assisted School Travel Program will be contacted by the school.

In the event you are concerned and haven’t heard anything on the radio and may need to alert us of conditions please ring either relieving principal on 0448 498 428 or 0409 636 245 at any time. Alternatively, if you believe you are unable to attend work because of the ice or snow, please text the principal before calling the staffing mobile on 0459 903 381.

## Record Keeping

Staff sign on sheets.

## References

This version replaces the 2023 procedure.

