



Star of the Sea School

*Inclement Weather Policy
& Procedures*

Open Hearts Open Minds



Contents

SCHOOL VISION STATEMENT	3
PURPOSE	3
SCOPE OF POLICY	3
DEFINITIONS	4
POLICY OBJECTIVES	4
ROLES AND RESPONSIBILITIES	4
PROCEDURES.....	4
COMMUNICATION	5
ROAD MONITORS.....	6
IMPLEMENTATION STRATEGIES	6
POLICY REVIEW	6
REVISION RECORD	6

SCHOOL VISION STATEMENT

Our school is built on the core values of respect, inclusivity, compassion, collaboration and honesty. We support our families as the first and foremost educators of their child's faith development. Our vision paves the way for educating students for the 21st century but also draws from our history and tradition.

We guide our learners to be self-managed, innovative and critical thinkers who have a strong sense of who they are and their relationship in their world. As a learning community, we value the skills necessary to build meaningful relationships and for learners to be connected to each opportunity to develop their own personal growth. We encourage our learners to question, explore and discover so they actively contribute to a more compassionate society.

PURPOSE

This policy outlines the school's approach to managing operations during periods of inclement weather. Its purpose is to ensure the safety and well-being of all students, staff, and visitors while maintaining clear communication and minimising disruptions to learning.

The policy aims to provide structured and consistent guidelines to handle adverse weather conditions effectively. By proactively addressing the risks associated with inclement weather, the school seeks to:

- ◆ Protect the physical and emotional well-being of all members of the school community.
- ◆ Maintain a safe and organised environment during unexpected weather changes.
- ◆ Reduce the potential for accidents or injuries related to adverse weather conditions.
- ◆ Ensure that educational objectives are met with minimal disruption.

SCOPE OF POLICY

This policy applies to all members of the school community, including students, staff, parents, and visitors, and covers the following areas:

- ◆ School operations during inclement weather conditions, including regular school hours, before and after school activities, and events.
- ◆ Procedures to ensure safety and supervision during high-risk weather events, such as extreme heat, storms, or heavy rainfall.
- ◆ Communication protocols for notifying stakeholders of changes to routines or operations.
- ◆ Contingency plans for outdoor events, excursions, and transport services impacted by weather conditions.

The policy ensures that every individual understands their responsibilities and the steps to take to maintain safety and continuity during periods of inclement weather.

DEFINITIONS

Inclement weather includes, but is not limited to, extreme heat, heavy rain, thunderstorms, high winds, hail, or any other conditions that may pose a risk to safety.

POLICY OBJECTIVES

The school is committed to:

- ♦ Prioritising the safety and well-being of students, staff, and visitors during adverse weather conditions.
- ♦ Providing clear procedures to respond to inclement weather.
- ♦ Ensuring consistent communication with all stakeholders regarding weather-related changes to routines.

ROLES AND RESPONSIBILITIES

<i>Principals</i>	The Principals are responsible for overseeing the implementation of this policy.
Staff Members	Staff members are responsible for adhering to procedures and ensuring student safety during inclement weather.
Parents and Caregivers	Parents and caregivers are responsible for following school communications and ensuring their children are dressed appropriately for forecasted weather conditions. Parents and caregivers will respect the decisions made by leadership depending on the weather conditions at the time.

PROCEDURES

The Principals or delegated authority will monitor weather conditions using reliable sources (e.g., Bureau of Meteorology).

On wet days or on days where the temperature is **36 degrees or above**, students will be supervised indoors during recess and/or lunchtime. If this is to occur, all classes will be notified via the PA system from the Front Office staff.

If it starts raining during recess or lunch, the teacher on duty should send a student to inform the Front Office staff to ring the bell. Front Office staff will also make an announcement over the PA system.

All students will be instructed to move back to class. Yard duty teachers are to remain in their area until all students have moved back to class. Teachers will need to move to class promptly. Each Year level will need two staff members per cohort to supervise students.

A member of the Leadership Team will decide whether play will commence if the temperature is close to 36 degrees or if play areas are safe for use.

Before School	<ul style="list-style-type: none"> Students arriving between 8:20-8:30am will be directed to a designated safe area, such as the Stella Maris Room, under croft or Atrium. These areas will be supervised by the teachers on yard duty and leadership. On these days, classrooms will open at 8:30am and students will be supervised by classroom teachers. Supervision will be provided in the designated area until regular class schedules commence.
After School	<ul style="list-style-type: none"> Parents will be notified of any changes to dismissal procedures via the school's communication channels. Students waiting for pick-up will remain in a sheltered area under supervision.
Recess and Lunch	<ul style="list-style-type: none"> If inclement weather occurs during these periods, an indoor recess or lunch will be declared. Students will remain in their classrooms or designated indoor areas under teacher supervision. Alternative activities will be provided to keep students engaged and safe.
Outdoor Activities and Events	<ul style="list-style-type: none"> Outdoor activities, including sports and excursions, will be rescheduled or relocated indoors if weather conditions are deemed unsafe. Decisions regarding cancellations or adjustments will be made by the Principals in consultation with relevant staff members.

COMMUNICATION

- Updates about inclement weather procedures will be communicated promptly through the school's established communication platform (Audiri)
- Staff will receive clear instructions about their roles and responsibilities during inclement weather.

- ♦ Parents are encouraged to keep contact information up to date to ensure they receive timely notifications.

ROAD MONITORS

During Inclement weather, Year 6 teachers will liaise with leadership to determine if it is safe for road monitors to attend to their duties. If weather conditions are deemed to be unsafe, then trained staff will carry out road monitoring duties. Road monitors can call parents from the front office or classroom to notify parents to pick them up at normal time.

IMPLEMENTATION STRATEGIES

During inclement weather the following teachers will buddy up for supervision of students and to provide a break for each other:

Reception	Science Specialist Teachers (M-Th)
Year 1 / 2 Corridor	Music Specialist Teacher
Year 3 / 4 Corridor	PE Specialist Teacher
Year 5 / 6 Area	Italian / Art (M-Th)
Canteen Area	ESO rostered on oval duty

Leadership to support as required.

Negotiations between teachers will occur based on previous duties that day to ensure each staff member has received appropriate break allocations.

POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant and effective. Feedback from staff, students, and parents will be considered in the review process.

REVISION RECORD

Implemented	1 st June 2026
Ratified by School Board	26 th May 2025
Last Reviewed	26 th May 2025
Next Review	31 st January 2026