



## KATOOMBA HIGH SCHOOL

### Snow & Ice Policy – Revised 7/6/2021

---

When snow or ice make roads in the mountains treacherous, it is important to get students and staff back to their homes safely. Procedures are as follows:

#### **Overnight Snow**

When overnight snow and ice force road closures by the Police or result in the cancellation of bus services, the school will endeavour to inform students if the school will be non-operational, via Facebook, the school website, the DET website, Email, SMS or radio stations ABC 702AM (Phone 1300 222 702) and Radio Blue Mountains 89.1FM (Phone 02 4782 4891) ... between 7.00am and 9.00am.

Staff should report to their nearest school, where it is safe to do so. If weather conditions make this impossible, staff may be granted leave. If staff exhaust their leave as a result, consideration may be given to the granting of additional leave in the event of another emergency.

#### **Snow During the Day**

When snow and ice effects safe driving conditions during the day, the bus companies inform the school that the buses will arrive to collect students. Students are then assembled in the school hall to await collection by bus. Students who walk home will be sent home. The Principal will inform The Director, Educational Leadership, that this has happened. The school will attempt to contact parents.

- Bus students will go to the Hall
- Sign out & send off students who are walking
- Remaining students will convene in the Studio

As soon as it becomes obvious that weather will necessitate the non-operation of the school, special transport services for the support students should be contacted by Head Teacher Support, so that students can be conveyed to their homes safely.

The Principal will determine priority for staff to travel home, taking account of student supervision needs and staff welfare. The sign out book should indicate their destination.

If the Police close the roads to vehicular traffic, students will be organised by the school to travel to the railway station to catch the next train home. Students who cannot use the train and cannot walk home, will be kept at the school Studio, until they can be collected. In these circumstances, the Principal will ensure adequate supervision of these students.

In the (unlikely) event that all students & staff are required to remain on site, the following will apply:

- Identify an appropriate venue for maintaining students' well-being and safety.
- Where possible, apply supervision arrangements of 1:20 teacher student ratio.
- Provide consideration to emergency supplies, blankets, food supplies, water, mobile phones and phone chargers (from the office) etc.
- Maintain contact with SES and Police.

At least one member of the Administration Staff will operate the switchboard, responding to parent calls and concerns. Once all students have been sent home safely, remaining staff will be able to leave the school.