



LAWRENCE AREA SCHOOL

Induction Folder

Snow Day Information for Parents

SNOW BEFORE SCHOOL:

In an effort to have a consistent policy to ensure maximum safety for the pupils the following procedures will take place.

- If it is snowing early am or has recently snowed before school in Lawrence township Pauline/John will liaise with designated families - notices to be broadcast on Big River 107.1FM/93.7 FM and posted on Lawrence Area School's facebook page. This will allow Pauline and her usual bus contacts to make accurate decisions re bus runs.

Decision on closure/delay to be made prior to 7am

- John/Pauline to liaise with families situated high up on the bus routes to determine the safety of the bus runs.
- John to make contact with the Principal of Waitahuna School.

Once Decision is Made for the School to Close

- John to broadcast notice on Big River 107.1FM/93.7FM and posted on Lawrence Area School's facebook page.
- Pauline to ring all bus drivers who will start the snow phone list for their own run.
- Pauline/John will contact all Staff/Board Chair/Bus Contractors.
- Pauline to make final calls to bus drivers and radio station to ensure messages are getting through.

If School is to be Delayed

- John to broadcast notice on Big River 107.1FM/93.7FM and posted on Lawrence Area School's facebook page.
- Pauline to ring all bus drivers who will start the snow phone list for their own run.
- Pauline/John will contact all Staff/Board Chair/Bus Contractors.
- Pauline to make final calls to bus drivers and radio station to ensure messages are getting through.
- Families to be informed via snow phone list the delay time.
- Final decision to be made by John/Pauline who will then contact all Bus Drivers to confirm departure time.
- The time delay will usually be **ONE** hour – meaning all families will be picked up by their drivers exactly one hour later than **NORMAL** time.

SNOW WHILE AT SCHOOL

If snow falls during the school day or the school is contacted about unsafe bus runs the following procedures will take place.

- John will decide on changes to the school day.
- The office staff using the Admin office phone lines will contact all bus drivers and parents of bus pupils or contact numbers for bus pupils advising of an early departure.
- The school bell will ring which will mean **all** town pupils and remaining staff will assemble in the library and all bus pupils and TIC are to go to their assigned rooms.
- Any pupils (Year 1-8) whose contact numbers cannot be reached will remain at school until 3.10pm.

If Parents/Caregivers plan to be away from home when snow is forecast please let the school office know and give an alternate contact name and number.

Bus Drivers and their Routes

Clarks Flat/Waitahuna West	Kelly Fahey	4859525
Beaumont	Claire Anderson	4859899
Tuapeka West	Mick Cross	03 446 6002
Waitahuna	Val Fox	4859844
School Bus Controller	Pauline Taylor	4859931
Principal	John Auld	4859388 (Home) 4859906 (School)