



LAWRENCE AREA SCHOOL

Induction Folder

Snow Day Information for Staff; Parents; Pupils

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 there has been significant overnight snow John will contact some individuals and make a decision where possible prior to 7am.

In the event of closure John will contact:

- Pauline Taylor – who will contact Junior Teachers
- Sara McTavish – who will contact Secondary Teachers
- Gillian May – who will post online – Lawrence Area School facebook page
- Cara Homer – who will email families – group email – Cara will also contact Teacher Aides
- Bus Drivers – who will activate a phone tree and a 'messenger list'
- Konica Ponsonby – to advise BOT Chair of closure
- Waitahuna School Principal – proxy

John and Cara then operate from the school office and contact any missed personnel e.g. visitor to the school. John does gate duty 8.20am – 8.40am as some students may turn up at school.

If School is to be Delayed – Delayed start eg 10am

- As above but advising that buses will run 1 hour late and school will start at 10am.

Snow during the school day causing closure

- John makes the decision
- Bus drivers advised, bus parents contacted – some may need to meet bus at lower altitude
- Likewise, all town families contacted prior to students going home
- Students whose family cannot be contacted will remain at school till 3.10pm
- Staff members may need to leave school earlier to ensure safety. Signing out is essential.
- Parents may pick children up earlier to ensure safety, after contacting the school office.
- Ministry of Education informed.

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	Sally Brydie	4859 142
Beaumont	Diane Robinson	4859 861
Tuapeka West	Claire Anderson	4859 899
	Julie Dalziel	4859 555
Waitahuna	Ally Benington	4859 622
School Bus Controller	Pauline Taylor	4859 931
Principal	John Auld	4859 388 (Home) 4859 906 (School)