



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

<i>Clarks Flat/Waitahuna West</i>	Sally Brydie	4859142
<i>Beaumont</i>	Diane Robinson	4859861
<i>Tuapeka West</i>	Claire Anderson	4859899
<i>Waitahuna</i>	Ally Benington	4859622
<i>School Bus Controller</i>	Pauline Taylor	4859931
<i>Principal</i>	John Auld	4859388 (Home) 4859906 (School)