



Applecross Primary School

Extreme Weather Policy

Purpose:

To ensure the safety and well-being of students, staff, and the wider school community during extreme weather conditions by implementing appropriate measures and adjustments.

Scope:

This policy applies to all staff, students, and visitors at Applecross Primary School during school hours and any school-organised activities.

Definition of Extreme Weather:

Extreme weather includes but is not limited to heavy rain, strong winds, extreme temperatures, cyclones, earthquakes, etc.

Policy Statement:

Applecross Primary School is committed to maintaining a safe and orderly environment during extreme weather events. When such conditions arise, normal outdoor activities and duty arrangements will be suspended, and appropriate indoor supervision procedures enacted.

Policy Overview:

- Normal playground duty will be suspended during extreme weather events.
- Students are to remain indoors, and the use of sports equipment or access to outdoor areas like the quadrangle or oval is prohibited.
- The policy is designed to maintain safety, provide necessary breaks, and support an effective learning environment despite the weather conditions.

Activation of Policy

The Principal, or delegated member of the leadership team, will determine when to enact this policy based on:

- Bureau of Meteorology (BoM) warnings
- Observed environmental conditions
- Risk to student and staff safety

An official announcement will be made to notify staff and students when the policy is in effect.

Responsibilities of Staff:

- 1. Gathering Students:**
 - Teachers should promptly gather students into their classrooms.
 - Teachers can liaise with nearby classes to share supervision responsibilities.
- 2. Supervision and Safety:**
 - Teachers are to supervise their classes and remind students about appropriate indoor behaviour.
 - Sports and play equipment should be withheld during extreme weather.
- 3. Collaboration and Flexibility:**
 - Normal duty rosters are suspended; all staff must actively participate in supervising students and supporting each other.
 - Teachers may combine classes to allow for short breaks (e.g., bathroom breaks).
- 4. General Guidelines:**
 - Students must remain indoors until a general all-clear announcement is made, even if the weather seems to improve.
 - School administration, specialist teachers, educational assistants (EAs), and support staff will assist in circulating around the school to relieve classroom teachers for short breaks.

Specific Procedures:

During the Extreme Weather Event:

- All students must stay in their classrooms under the supervision of their teachers.
- If necessary, classes can be combined for supervision purposes.
- Teachers must ensure that students understand and adhere to appropriate indoor behaviour.
- Sports and play equipment must not be used.
- Normal duty rosters are on hold; every staff member must help with supervision.
- Teachers can coordinate with adjacent classes to manage their needs, such as comfort breaks.
- Specialist teachers to coordinate with demountable classroom teachers and provide comfort breaks as appropriate.
- Admin to circulate on verandahs where safe to do so and provide comfort breaks as appropriate.

Post-Weather Event:

- Students should not be allowed to play outside until an official announcement is made indicating that it is safe to do so.
- Ensure all students are accounted for and remain indoors until the general all-clear is given.

Communication:

Notification of Extreme Weather:

- The school administration will make an official announcement when extreme weather conditions are identified.

All-Clear Announcement:

- A general announcement will be made to signal the end of extreme weather conditions and the resumption of regular outdoor activities.

Before and After School Considerations

- If extreme weather occurs during drop-off or pick-up times, staff may provide temporary indoor supervision where necessary.
- Parents and caregivers may be informed of any changes to usual procedures via approved communication channels (e.g. Compass).

Review and Monitoring

- This policy will be reviewed periodically to ensure alignment with Department of Education requirements and best practice.
- Staff will be informed of procedures as part of induction and ongoing briefings.

Conclusion:

The implementation of this extreme weather policy requires the cooperation and common sense of all staff members. The safety and well-being of students and staff are paramount, and adherence to these guidelines will help ensure a secure environment during extreme weather events.

Updated June 2026



EXTREME WEATHER PROCEDURES



1. ACTIVATION OF POLICY

The Principal, or delegated member of the leadership team, will determine when to enact this policy based on:

- Bureau of Meteorology (BoM) warnings
- Observed environmental conditions
- Risk to student and staff safety



An official announcement will be made to notify staff and students when the policy is in effect.

2. RESPONSIBILITIES OF STAFF

1 GATHERING STUDENTS



- Teachers should promptly gather students into their classrooms.
- Teachers can liaise with nearby classes to share supervision responsibilities.

2 SUPERVISION AND SAFETY



- Teachers are to supervise their classes and remind students about appropriate indoor behaviour.
- Sports and play equipment should be withheld during extreme weather.

3 COLLABORATION AND FLEXIBILITY



- Normal duty rosters are suspended; all staff must actively participate in supervising students and supporting each other.
- Teachers may combine classes to allow for short breaks (e.g., bathroom breaks).

4 GENERAL GUIDELINES



- Students must remain indoors until a general all-clear announcement is made, even if the weather seems to improve.
- School administration, specialist teachers, educational assistants (EAs), and support staff will assist in circulating around the school to relieve classroom teachers for short breaks.

3. SPECIFIC PROCEDURES



DURING THE EXTREME WEATHER EVENT



All students must stay in their classrooms under the supervision of their teachers.



If necessary, classes can be combined for supervision purposes.



Teachers must ensure that students understand and adhere to appropriate indoor behaviour.



Sports and play equipment must not be used.



Normal duty rosters are on hold; every staff member must help with supervision.



Teachers can coordinate with adjacent classes to manage their needs, such as comfort breaks.



POST-WEATHER EVENT



Students should not be allowed to play outside until an official announcement is made indicating that it is safe to do so.



Ensure all students are accounted for and remain indoors until the general all-clear is given.

4. COMMUNICATION



NOTIFICATION OF EXTREME WEATHER

The school administration will make an official announcement when extreme weather conditions are identified.



ALL-CLEAR ANNOUNCEMENT

A general announcement will be made to signal the end of extreme weather conditions and the resumption of regular outdoor activities.

5. BEFORE AND AFTER SCHOOL CONSIDERATIONS



- If extreme weather occurs during drop-off or pick-up times, staff may provide temporary indoor supervision where necessary.
- Parents and caregivers may be informed of any changes to usual procedures via approved communication channels (e.g. Compass).

6. REVIEW AND MONITORING



- This policy will be reviewed periodically to ensure alignment with Department of Education requirements and best practice.
- Staff will be informed of procedures as part of induction and ongoing briefings.

7. CONCLUSION



The implementation of this extreme weather policy requires the cooperation and common sense of all staff members. The safety and well-being of students and staff are paramount, and adherence to these guidelines will help ensure a secure environment during extreme weather events.