

NAMBOUR CHRISTIAN COLLEGE LTD

EXTREME WEATHER POLICY

Internal Policy & Procedure No. 18.0

ISSUED	March 2008	LOCATED	T:\Admin\Policies\1.Policies - Internal Policies & Procedures		
REVISED	19 July 2017	31 October 2018	Feb 2019	October 2019 to include ISQ Memo re school closure procedure	Modified, with minor changes, at Executive 10 March 2021.
	Updated Dept of Ed email address – Jan 2024	16 Oct 2025 Template Update			
REVISION SCHEDULE	Annually or as required		APPROVED BY	College Executive	
DOCUMENT OWNER/S	PA to Executive Principal, Executive Principal				

POLICY

The safety and wellbeing of all employees is a top priority. This policy outlines the procedures and expectations during extreme weather events, including but not limited to severe storms, heatwaves, flooding, and bushfires. This policy is designed to minimise risk, ensure continuity of operations, protect our people and meet governance obligations.

PROCEDURE

1. Prior to school commencing – students and staff

When extreme weather conditions prevail and roads become impassable, our buses will not operate. However, the College will remain open, unless directed by the relevant authorities, for any students who are able to get to school. Parents may choose to keep their children at home. Students who attend will be supervised, but normal lessons will not operate.

Bus cancellations will be announced via Mix FM (92.9), Salt (106.5) and ABC Sunshine Coast (90.3). Please note that such announcements should bear either the name of the Executive Principal or a member of the Executive.

If staff are unable to drive to school due to flooding or extreme weather, they are to contact their direct supervisor or College Executive. Note: pay will remain unaffected; no leave deductions will be applied.

2. Once school day has commenced

2.1. Students travelling on College Buses

Extreme weather conditions may necessitate that buses leave early to take children home. In such cases parents will be contacted by the bus driver or admin staff seeking permission for their child/ren to be dropped home. If not possible, advise that we will hold them at school for collection.

2.2. Students travelling by private transport

When such conditions are prevalent, parents may collect their children prior to the close of the school day. In such cases we ask that parents report to either the Junior School office or the Secondary Student Office as each student must be signed out by their parent/guardian.

Parents are requested not to go directly to their child's classroom as this does not provide a formal record of the child's departure.

2.3. Staff leaving early due to weather conditions

If staff need to leave before the end of the day, due to flooding of their home/roads, they are to contact their direct supervisor or Head of School. Note: pay will remain unaffected; no leave deductions will be applied.

2.4. Lockdown due to extreme weather

If an extreme electrical storm approaches during the day, the school may initiate a lockdown for the safety of staff and students.

Parents will be informed of lockdown and asked not to go directly to classrooms.

3. Forced closure

If the College is forced to close due to an extreme weather event and there are no children or staff present on campus, the Executive Principal, or designated representative, must advise the Department of Education and ISQ via email:

- Email: ged-emergency@qld-doe.nogginapp.io
- CC: emergency@isq.qld.edu.au

With the following information:

Subject: CLOSING, Date, School Name

Email Body:

- School name
- School address
- School closure date
- Reason for closure
- Name of authorised person

When the school reopens, the Department and ISQ must be advised again:

- Email: ged-emergency@qld-doe.nogginapp.io
- CC: emergency@isq.qld.edu.au

With the following information:

Subject: OPENING, Date, School Name

Email Body:

- School name
- School address
- School opening date
- Name of authorised person at your school

All school closures and reopenings will be listed on <https://closures.qld.edu.au/>