

## St Joseph's School – Fairlie - Adverse Weather Condition Procedure

### When buses get sent home during a school day

Bus controller of Mackenzie College consults with local schools and makes a decision to send home buses.

All parents whose children travel by bus are contacted first



If we cannot contact a parent the next emergency bus contact is phoned

Children go home on buses ONLY when an adult is contacted



If we cannot contact an adult the children are supervised at school until collected.

Buses leave school

Town parents are then contacted



If we cannot contact a parent the next emergency contact is phoned

Students are supervised at school until an adult is contacted by phone to collect them

If you come to school to collect your children please let us know in the office so that we can mark them on our master list as having been picked up.

### When buses are not running in the morning and school is open

Bus controller of Mackenzie College consults with Ritchies and makes a decision to cancel a bus run due to road conditions

Schools are contacted and an announcement is made on the local radio station



The phone tree is activated

Parents can bring their children to school if it is safe and will need to pick up their children at the end of the day