

# **Mangōnui School – Procedures for Emergency School Closure During Instruction Hours**



In the event that Mangōnui School needs to close during instruction hours, the following procedures will be followed to ensure a safe and organised process for all tamariki and staff:

## **1. Internal Notification**

- A clear notification will be sent to all classrooms informing staff that the school is closing.
- Classrooms to be packed up of students belongings, lights turned off and doors locked.
- All students (with belongings) and classroom staff (with phones and laptops) to assemble as quickly as possible in the Kowhai / Taniwha Classroom spaces.

## **2. Communication to Whānau**

- A text message will be sent to all whānau with the following template:

*Mangōnui School will be closing today due to [insert reason]. All students will be taken to the Taniwha Classroom. Buses will be running at \_\_\_ OR at their usual time(s). Please reply to this message to confirm whether your child will be picked up or should go home on the school bus.*

## **3. Student Supervision and Recording**

- Teachers will supervise students in the Kowhai / Taniwha space.
- Whānau collecting students must do so from the Kowhai / Taniwha space.
- Once assembled a senior staff member will direct staff to the following roles;
  - 2 teachers to be positioned at the doorways to meet whanau and ensure all students collected are marked off
  - A third teacher to be stationed outside the office entrance to direct whanau to the Kowhai / Taniwha space. (Whanau and multiple teachers to avoid interrupting Marsi who should be left free to manage phone lines without additional interruptions.
- Teachers are to record:
  - Students collected by whānau
  - Students sent home on the school bus
- No student is to leave the school grounds without being marked off.
- A senior staff member will then move between the office (Marsi) and Kowhai / Taniwha space with updates and messages received.

**NO STUDENT WILL LEAVE ON BUSES WITHOUT PERMISSION FROM WHANAU TO GO HOME WHEN BUSES ARE LEAVING SCHOOL EARLY.**