school closure – principal checklist

School Closure on a Forecast Elevated Fire Danger Rating Day

Principal Checklist

**This completed checklist must be forwarded to the regional director no later than 2.00pm the day prior to closure**

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| --- |
| **Date school will be Closed:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **School/Campus Name:** | | | |
| **School Address:** | | | |
| **Principal Name:** | | | |
| **Principal Mobile Number:** | | | |
| **Item** | **Yes** | **No** | **Comments** |
| **NOTIFICATIONS** |  |  |  |
| All parents/carers |  |  |  |
| Staff and volunteers |  |  |  |
| Students |  |  |  |
| Contractors (e.g. cleaners and building program contractor) |  |  |  |
| Visitors |  |  |  |
| Co-located services e.g. OSHC |  |  |  |
| Other users of the site (e.g. sporting and community groups) |  |  |  |
| Security Services Unit (SSU) |  |  |  |
| School Council |  |  |  |
|  |  |  |  |
| **STUDENT TRANSPORT** |  |  |  |
| If a Client School, then bus coordinating school / Bus Operator / Driver advised of closure |  |  |  |
| If a Bus Coordinating School, then school to which responsibility will be transferred has confirmed arrangements and client schools notified |  |  |  |
| Special schools – Student Transport Unit (STU) advised |  |  |  |
| Any other people using the school bus who may be impacted |  |  |  |
|  |  |  |  |
| **SIGNAGE** |  |  |  |
| School closure signs are posted at all entrances/exits |  |  |  |
|  |  |  |  |
| **CAMPS and EXCURSIONS** |  |  |  |
| Planned excursions have been cancelled (Student Activity Locator updated) |  |  |  |
| Alternative arrangements have been made for departing/returning camps (Student Activity Locator updated as appropriate) |  |  |  |
|  |  |  |  |
| **OTHER** |  |  |  |
| Receipt of notification by all parents/carers has been confirmed (e.g. SMS read receipts, email read receipt/reply) |  |  |  |
| Contingency arrangements have been made for potential next day closure – a separate authorisation to close is required from the regional director |  |  |  |

---------------------------------------------------------- Date:

Principal

---------------------------------------------------------- Date:

Regional Director