# Pre-emptive closure plan

(for elevated fire danger (High and Extreme) pre-emptive action only)

Relocation is always the preferred option to ensure safety for staff and students and the continuity of education, however this is not always possible for every school. Where relocation is not feasible then a flexible learning from home plan should be considered to continue education where it safe to do so. If learning from home is not possible, in consultation with regional emergency management staff, pre-emptive closure may occur. The plan should be reviewed by your senior education improvement leader (SEIL) prior to approval by your Regional Director.

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| **SCHOOL DETAILS** | | | |
| **School/Campus Name:** | **Principal:** | | **Contact Number:** |
| **School Address:** | | | |
| **Number of enrolled students:** | | **Number of staff:** | |

|  |  |  |
| --- | --- | --- |
| **Home learning arrangements** | | |
| Outline the reasons why relocation and learning from home are not possible |  | |
| Student health and wellbeing plan | Outline what is in place to support student health and wellbeing | |
| Additional considerations | List any further considerations | |
| **SCHOOL** | | |
| Parents/carers and school council have been consulted about the pre-emptive closure arrangements | | Please list any concerns raised and describe how these have been resolved. |
| School staff have been consulted about the pre-emptive closure arrangements | |  |
| Consideration of children requiring Outside School Hours Care and communication provided | |  |
| Outline how it will be confirmed that no students arrive on site on the closure day | |  |
| **STUDENT TRANSPORT** | | |
| Will there be any student transport services impacted for other schools? | | Outline any other impacted schools and how the learning from home plan has been communicated to them. |
| **COMMUNICATIONS** | | |
| Outline communication arrangements | |  |
| Other users of the site (such as sporting and community groups) have been advised about the pre-emptive closure arrangements and alternative arrangements made as required. | |  |
| Support services (including mobile library, SSS, school nurses, volunteers, canteen staff and crossing supervisor) have been notified of the pre-emptive closure arrangements and how they will be informed. | |  |
| **OTHER CONSIDERATIONS** | | |
| For example:  Financial implications  If there are financial implications, please itemise these costs. | |  |
| Other: | |  |

**These arrangements are agreed upon by the undersigned:**

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(Signature of the Principal of Relocating School) (print name) (date)

**Approved by**

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(Signature of the Regional Director) (print name) (date)