

## WET WEATHER PROCEDURES

1. Office staff will ring the bell twice if wet weather begins before any break. If it is raining during a break the person on pavement duty sends a blue rain drop card to the office (this is kept in the duty bag – example below). Office staff will then ring the bell twice. Students move quietly to their own classes. They do not need to line up.
2. Teachers to move quickly to their classrooms.
3. To cut down on the numbers of students running around while wet weather procedures are observed, class teacher to send a list of purchases and money to canteen with two monitors.  
Classes could use Buddy Class to assist. Northern building to send students at teachers discretion.
4. If the weather clears the following should occur:  
If the weather changes Admin/Office staff will ring the bell for students to go out.  
Class teachers to go out with students until duty teachers arrive.
5. During wet weather, classes to arrange supervision in teams (minimum of 1 teacher between 2 classes). All staff to have time to get a drink and have a toilet break. If this does not occur, please contact the Front Office.
6. Witches hats to be placed around major puddles and the oval becomes out of bounds.
7. No time out on wet weather days – students to make up time on the next day.
8. If it is raining before school, (8:30am – 8:50am) students to go to class.

