



DPS Extreme Weather Policy

Reviewed: November 2025
2028

Next review: November

Recommended Review Cycle: every 3-4 years
Communication method: School Website / Induction
Processes



Help for non-English speakers

If you need help to understand the information in this policy, please contact Doncaster Primary School on 9848 1122 or email doncaster.ps@education.vic.gov.au

PURPOSE

Schools have a duty of care to staff and students at all times. This duty of care includes protection against extreme weather during times when students would normally be outside.

OBJECTIVE

To ensure the wellbeing of students and staff during times of extreme weather by consistently implementing a planned management strategy that will cater for all circumstances.

SCOPE

This policy applies to all teaching staff and non-teaching staff at Doncaster Primary School, including education support staff, casual relief teachers and visiting teachers.

POLICY

As part of the usual yard duty timetable process, an extreme weather timetable will be activated by the Principal/Assistant Principal when conditions outside are considered to be unsuitable for students and staff.

Extreme weather is generally defined as extreme heat (**34 degrees Celsius or greater**), rain, wind, lightning, or any other condition that is considered by the Principal to be unsuitable.

Where extreme weather is imminent prior to children being dismissed for recess or lunch break, an announcement will be made by the Principal / Assistant Principal or delegate, advising class teachers to follow the "Extreme Weather Timetable" until further notice.

In such cases, teachers will supervise classrooms and other areas i.e. Level building hallways and common areas for half of the recess or lunch break, then swap over.

Specialist teachers, will similarly share supervision of the children in classrooms and other areas i.e. Level building hallways and common areas. Arrangements to be determined with level leaders or Assistant Principal or delegate.

All children will be confined to classrooms unless permission has been granted by a teacher to leave temporarily, e.g. toilet break, canteen or pre-organised activity in the gym e.g. tennis lessons, yoga

Children will be expected to walk indoors at all times and undertake appropriate indoor games and activities.

In the case of extreme weather occurring during a recess or lunch break, a yard duty or any teacher will inform the office staff/ Principal / Assistant Principal or delegate of the possible need to activate the 'Extreme Weather Timetable'.

The Principal / Assistant Principal or delegate will assess the situation and make the decision to call the children inside or alternatively, to seek adequate shelter, in which case yard duty teachers will continue to supervise outside. An announcement will be made via the whole school PA, directing children back to their classrooms or designated assembly point.

In the event of children are required to return to their respective classrooms during recess or lunch time, teachers on duty will supervise students as they are making their way back to their classrooms or to their designated assembly point as per instructions given through the announcement.

Scheduled sport, physical education or other outside activities will need to be rescheduled or cancelled in the case of extreme weather.

During whole school events, weather will be monitored and if the event needs to be rescheduled or cancelled the community will be notified as soon as possible via Compass.

FURTHER INFORMATION AND RESOURCES

<https://www2.education.vic.gov.au/pal/managing-extreme-heat/policy>

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2025
Reviewed by	School Council
Next scheduled review date	November 2028

