



EXTREME WEATHER PROCEDURE

Updated: 2026

Review: 2027

Rationale

There may be occasions (e.g. weather extremes) when it is preferable to provide students with alternate spaces during recess and lunch times. The requirement to provide adequate care and supervision of the students remains the responsibility of the duty staff member.

Procedures

1. The College Executive will decide to adopt the Extreme Weather Procedure.
2. This decision will be communicated to staff and students prior to the beginning of recess and/or lunch via the College Communication system.
3. Staff who are not rostered or in an office near these designated duty areas may be asked to provide additional supervision and support to the rostered duty teachers.
4. At the discretion of the rostered duty teacher, students may be permitted access to classrooms. Students will not be permitted to enter rooms in the Technology or Science Learning Areas.
5. PH and CT Staff duty teachers to remain in their general areas.

However:

- PH teacher to monitor students under PH undercover area and any students moving to Admin Centre.
 - CT duty teacher to monitor walkways around CT Centre along with students sitting on the north, outside UF verandah.
6. The Xavier Read gymnasium is usually only open at lunchtime. In the event of a severe weather event, the gym can be utilised by the relevant student group at recess and at lunchtime as follows:

Monday: Years 11 and 12	Tuesday: Year 10
Wednesday: Year 9	Thursday: Year 8
Friday: Year 7	

The Oval Duty teacher will assist with supervision in wet weather.

Wet Weather

During heavy rain the external basketball courts, soccer and football ovals and front lawn areas should be out of operation.



In the event of heavy rainfall, the outside duty staff are therefore allocated to the alternate spaces as per the table below:

AREA	DUTY STAFF
Angela Costello Centre – Downstairs	AC Courtyard Soccer Oval (WET WEATHER)
Angela Costello Centre – Upstairs	AC Centre Basketball (WET WEATHER)
Gymnasium	Inside Gym Football Oval (WET WEATHER)
XR Upstairs	XR Upstairs - focus on internal XR area XR Downstairs - focus on external XR area
Catherine McAuley Centre Upstairs	AC/XR Bench Area Front Lawn and CM Courtyard (WET WEATHER)
Ursula Frayne Learning Commons	Learning Commons (LC) Upstairs

Extreme Heat

In the event of extreme heat, some outside duty staff are therefore allocated to the alternate spaces as per the table below:

AREA	DUTY STAFF
Angela Costello Centre – Downstairs	AC Courtyard Soccer Oval (EXTREME HEAT)
Angela Costello Centre – Upstairs	AC Centre HOY (EXTREME HEAT)
Gymnasium	Inside Gym
XR Upstairs	XR Upstairs - focus on internal XR area XR Downstairs - focus on external XR area
Catherine McAuley Centre Upstairs	Front Lawn & CM Courtyard (EXTREME HEAT)
Ursula Frayne Learning Commons	Learning Commons (LC) Upstairs
Oval/Soccer Combined	Oval

7. In the event of extreme heat students may access the Centres if they are seeking a cooler place to sit. All internal spaces must be used in a safe and respectful manner to ensure student and staff safety.
8. Students choosing to remain outside should be directed to shaded areas e.g. external verandahs.