

[on a Forecast Elevated Fire Danger Rating Day Principal Checklist](#) for final approval to Executive Director of Catholic Education Ballarat by 2:00pm the day prior to closure

Upon receipt of the checklist, the Executive Director of Catholic Education Ballarat will acknowledge the school's closure by way of co-signing the principal checklist

Communicate with the school regarding any transport issues which may impact students.

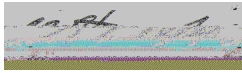
Confirm with Principal that arrangements have been made to accommodate altered transport arrangement and altered supervision

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Ensure all parents/carers, staff, visitors, contractors and co-located early childhood services are contacted regarding the closure of the school (using communications channels such as PAM, SMS, phone trees, Facebook, email) as soon as possible but no later than 3.30pm the day prior to closure

Complete the [School Closure on a Forecast Elevated Fire Danger Rating Day Principal Checklist](#) and send it to Executive Director of Catholic Education Ballar

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