



# Holy Cross Primary School Fire Danger Relocation Plan

Under the Australian Fire Danger Rating System (AFDRS), if an **Extreme Fire Danger Rating (FDR)** is declared for the Macedon Ranges Shire Local Government Area, our school will enact a pre-emptive relocation to our sister school site: **St Brigid's Primary School, 68 Aitken St, Gisborne VIC 3437.**

Please note that our relocation process follows specific advice from the Bureau of Meteorology for the **Macedon Ranges Shire Local Government Area (LGA)**, which may differ from the broader Central Fire District. To ensure student safety, Melbourne Archdiocese Catholic Schools (MACS) oversees this process and will issue a formal directive by 4:30 pm the day prior. Please understand that relocation directives are issued based on these BOM ratings and VRQA requirements, and are not decided at the local school level.

**In the rare event of Catastrophic Fire Danger**, fire authorities advise that the safest option is to leave the night before or very early in the morning. In the interest of community safety, Holy Cross will be **closed on Catastrophic Fire Danger days**. We ask that you plan ahead for alternative care arrangements as part of your fire safety plan.



## Communication & Confirmation

**STEP 1 - Early Warning:** In the event of pre-emptive school closure for fire danger days, we will send an SMS to families, up to four days in advance and as soon as we get indication that there will be a closure.

*Eg. **IMPORTANT:** [Tomorrow] likely school relocation due to Extreme fire danger. Please prepare. Final confirmation by 4:30pm today. Thank you.*

**STEP 2 - Final Confirmation:** A final SMS will be sent by **4:30 pm** the day before any closure.

*Eg. **CONFIRMED:** School is CLOSED tomorrow [date] due to Extreme / catastrophic fire danger. Please see email for further information.*

Additionally, parents will receive notification via email advising of details for closure and relocation. You will be asked to **confirm relocation or stay-at-home status for each child via NForma forms.**

**Action Required:** Parents and guardians, please check **NForma forms** to confirm if your child/ren will attend the relocation site or stay at home. All parents are required and responsible for ensuring their NForma profile is up to date.



Please note:

- As students are relocating, no take home work will be provided for parents choosing to keep children at home.
- To ensure safety once a closure has been confirmed at 4.30pm the day prior. We will proceed with relocation, even if the rating is downgraded. If the rating is upgraded to catastrophic, an urgent SMS update will be sent to all families.

**The school will not open on days of Catastrophic Fire danger.** As parents are asked to enact fire safety plans, no specific learning tasks will be sent home on these days.

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## Relocation Day Logistics

### School Arrival (from 8.30am)

- Parents are asked to drop students at our gathering point at **St Brigid's Church from 8.30am.**
- Please **ONLY enter via the gate on Fisher Street.**
- We have been working closely with bus providers to explore alternative solutions; however, at this stage **no school bus services will run during relocation.** This includes all registered bus travellers on the Macedon, Riddells Creek, and Woodend routes. We will contact bus travelling families directly to discuss options.
- The **Gisbus point is at the front of the St Brigid's office.** If you are using this service, please check the timetable carefully.
- **SchoolsOut!** will operate from Gisborne Primary school on these days.
- **Late Arrivals:** If you arrive after 9am, please go straight to St Brigid's school office to sign in.
- **Signage:** A3 posters will be placed on all external school doors and gates at Holy Cross.
- Wayfinding signs will be placed at St Brigids.
- **Bike parking** is available at St Brigid's on a limited basis. To ensure the safety of their equipment, students riding to school are required to bring and use their own bicycle locks.



### On-Site at St Brigid's Primary School

Our school will function as a "school within a school" to ensure continuity of learning.

- **Learning Spaces:** We will occupy 2 Portables, the Hall, the Learning Street (if required).
- **Admin/Staff:** Office spaces and meeting rooms are allocated for staff planning and operations.
- **Supervision:** Yard duty is maintained by 3 staff members covering the grassed area, basketball court, and playground.

- Teachers will conduct **student inductions** and site tours to ensure everyone is familiar with the new layout. Our safety protocols are fully integrated with the St. Brigid's Emergency Management Plan, and the facility is MACS-approved to house our full student body.
- **Breaks:** Student breaks will be staggered around St Brigid's timetable to ensure our students will not be in the playground at the same time as St Brigid's students. Student breaks will be at **10.30 am and 1:00 pm**. Students will eat at the end of these breaks. Breaks will be for 30 minutes.

## What will learning look like on this day?

- **Staffing & Continuity:** All teaching and support staff remain in their standard classes to ensure our learning program continues with minimal interruption.
- **Technology:** While students will not use personal devices, Holy Cross has sourced AV equipment to support learning instruction.
- **Learning Spaces:** Each grade will occupy a dedicated workspace within a larger, shared environment.

## Students will need to bring

- Drink bottle
- Snack and lunch
- Hat
- Sunscreen (the school will also have sunscreen available)
- Students to wear school regular school uniform for that day.

## School will take

- Medications (please ensure your medication forms and plans are up to date)
- Learning materials and sports equipment
- Student pencil cases and a workbook

## First Aid & Medication

- First aid and medications will be located near the St Brigid's office. Staff will also have essential first aid in the learning spaces, as per excursions.
- A staff member will be present at the office to manage student medication as required.



## Dismissal & Pickup (3:00 pm Finish)

In the interest of child safety, we will have a staggered drop off and pick up time with St Brigid's.

- **Pickup Location:** St Brigid's Primary School **Side Gate** via **Fisher St**.
- **Dismissal Point:** Students will be dismissed from the fenced playground area at **3pm**.



- If your child is unable to be collected by 3.00pm please email [jbarlow@hcnewgisborne.catholic.edu.au](mailto:jbarlow@hcnewgisborne.catholic.edu.au) so we can ensure supervision until 3.30pm.
- **After School Care:** Holy Cross staff will escort registered students to SchoolsOut! at Gisborne Primary School. Students must be wpre-registered with SchoolsOut! to participate. Please contact [SchoolsOut!](#) directly to enrol.
- Please leave promptly to ensure safety of all St Brigid’s students.
- The **Gisbus** point is at the front of the St Brigid’s office. Regular Gisbus travellers will be supervised until they are on the Gisbus.
- Please note students will require written permission to be collected by someone other than their listed emergency contacts.

## Shared Site Expectations

We are guests at St Brigid's Primary School and are very grateful for their support and accommodation during this time.

To ensure the safety of our students and keep traffic moving in the neighborhood, we kindly ask families to be as prompt as possible during drop-off and pick-up. While we love seeing our community connect, please avoid lingering after your child has arrived or departed. This helps clear space for St Brigid’s families and a safer transition for all students.

## Emergency School Contacts

During School Relocation and closures, you may contact the school via our offsite direct lines

<p><b>Holy Cross Offsite Phone Numbers</b></p> <p>Phone 1 contact 0416805362</p> <p>Phone 2 contact 0416347028</p>	<p><b>St Brigid’s Primary School</b></p> <p>Address: 68 Aitken St, Gisborne VIC 3437</p> <p>Phone: (03) 5428 2220</p>
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### Email Contacts

Holy Cross Office [holycross@hcnewgisborne.catholic.edu.au](mailto:holycross@hcnewgisborne.catholic.edu.au)

Jane Barlow (Deputy Principal) [jbarlow@hcnewgisborne.catholic.edu.au](mailto:jbarlow@hcnewgisborne.catholic.edu.au)

## Further Information

Please feel free to contact our principal Eloise Meyer [emeyer@hcnewgisborne.catholic.edu.au](mailto:emeyer@hcnewgisborne.catholic.edu.au)

FAQ  [MACS FAQ Bushfire Risk Assessments.pdf](#)