



**NZSTA**  
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## Governance support resources

### School closure in emergencies

Under [Section 659](#) of the Education and Training Act 2020 school boards have the power to close their schools because of emergency, including epidemic, flood or fire.

Ordinarily, schools would be required to make up the number of half-day that it was unable to be open for instruction. However, the board may request that the Secretary for Education reduces the number of half-days that the school must be open for instruction in light of the emergency.

This request should be made in writing and the Secretary's response should be by written notice to the board.

#### Sample letter to the Secretary for Education

Dear (MoE regional manager or contact)

The xxxxxxxxxxxxxxxxxxxx School Board has closed the school for xx half days from xx/xx/xxxx to xx/xx/xxxx because of xxx.

This decision by the board was taken pursuant to the power vested in it by s659(1) of the Education and Training Act 2020. Consequently, the school board requests that, under s659(2) of the Act and reduce the number of half days that the school is required to be open for instruction this year by xxxx half days.

Yours sincerely

Xxxxx

On behalf of the board of xxxxxx school

(presiding member to sign)

Send this letter to your nearest [Ministry of Education office](#).



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For further advice please contact the *Advisory and Support Centre* on

**0800 782 435, option 1** or