



Nursery Closure (Adverse Weather) Policy

Ref: **SP-MW-021**

Version: **1.5**

Date: **3rd February 2023**

Document Owner: **Tiffany Vickery (Nursery Manager)**

Description: This policy outlines the School's approach to closing the Nursery either before or during a school day.

OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive contemporary school culture, where diversity, difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

1.0 NURSERY CLOSURE

- 1.1 The closure or partial closure of the Nursery is an action of last resort and is usually made only on health and safety grounds. The reason for closure could be anything that affects the Nursery's ability to provide a safe and secure environment for children to learn or staff to work.
- 1.2 Most circumstances that lead to closing a school are known about before any children arrive. These could include: heavy snow or ice, no water/power/heating, flooding, fire damage, or other risk factors that cannot be satisfactorily managed.

2.0 NURSERY SEVERE WEATHER PLAN

If we have severe weather overnight, the following plan will come into force:

- 2.1 The Head of Estates & Facilities, caretaker or member of the maintenance team will check whether the site is suitable for pupils and make the decision whether to close the Nursery by 6.45am. At that point the following procedures will be implemented:
- 2.2 A member of the Maintenance Team will discuss with the Head of Estates and Facilities and then the Senior Leadership Team will be notified via a WhatsApp Group.



- 2.3 During term time, the Office Secretary will send a text to the parents of children attending on that day by 7 am. During the holiday periods, the Early Years Administrator (or delegated member of staff) will send a text to the parents of children attending on that day by 7.00am.
- 2.4 The Facilities Assistant will activate a pre-recorded message on the School phone by 7.00am.
- 2.5 The Head of Finance & Resources will cancel Catering by 7.00am.
- 2.6 The Foundation Stage Leader will message all staff informing them of the closure by 7am.

3.0 PLANNING FOR CLOSURE DURING THE SCHOOL DAY

In the event of severe weather, including snow, rain and potential flooding, the following action will be taken:

- 3.1 After checking the situation with regard to catering and maintenance, a discussion will take place between the Head of Foundation Stage/Deputy Nursery Manager and a member of the maintenance team. This discussion should include timings, collection arrangements and logistics. The Head of Foundation Stage/Deputy Nursery Manager will make the decision if and when to close the School.
- 3.2 Maintenance will take the necessary action to ensure the site is safe.
- 3.3 The Head of Foundation Stage or Deputy Nursery Manager will inform Catering that food may not be required, but that food might still be needed for children who cannot be collected early.
- 3.4 If the decision is taken to close the Nursery, the staff will be informed by the head of Foundation Stage or Deputy Nursery Manager.
- 3.5 Parents will be contacted by text message with the news of the Nursery closure and relevant collection timings. This will then be followed up by a phone call. There will be at least an hour's lead time, and arrangements will be given regarding the collection of children.
- 3.6 Pupils will remain with their teachers until they are collected.
- 3.7 Senior Management will not leave until all the pupils have been collected. When the Nursery is empty, the Head of Foundation Stage or Deputy Nursery Manager will inform Maintenance, who can then lock the site.

Policy created March 2022

Next review due March 2023



Endorsement:

Title: : **Nursery Closure (Adverse Weather) Policy**

Policy Owner : **Tiffany Vickery**

SIGN

Document Number : SP-MP-021 Version : 1.4

Date : 31st March 2022

Revision: **Annual Review 2022, change of policy owner, school aims updated**

Endorsed by:

Jacky Shackel Head Prep School

SIGN

DATE

Compliance Committee

Approved :

SIGN

NAME

Date :

Signed on behalf of the Compliance Committee

Governors

Approved :

SIGN

NAME

Date :

Signed on behalf of the School Governors

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