



Administration

Unexpected Closure Policy

Policy statement

Rotherfield Pre-School will normally remain open in all weather conditions.

However, in the event of unexpected closure due to exceptional circumstances (detailed below) we will aim to make the notice available as soon as possible. This will be publicised on our website, through email notification, Tapestry and our Facebook page.

In the event of adverse weather conditions, parents are advised not to send their children if they feel they cannot safely complete the journey.

In the event of an unexpected closure, Manager/ Deputy Manager will inform Ofsted and, if necessary, the insurance company.

7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf						

Procedures

An exceptional circumstance is defined as something which has happened beyond our normal level of control such as one or more of the following:

- Lack of safe access to the Pre-School.
- Danger of the Pre-School being cut off by snow.
- Heating, electricity, or water failure.
- Exceptionally high or low air temperatures.
- Accidental damage or vandalism to the setting making it unfit for purpose
- Unable to meet suitable adult: child ratios due to staff illness
- In the event of a fire

If an incidence (as noted above), or severe weather occurs during the hours the Pre-School is open, we will contact parents/ carers to arrange for the quick and safe collection of the children. Staff ratios will be maintained until all children have left the Pre-School setting.

In the event of a fire, our fire assembly point is the Football Club. Once all the children are safely evacuated from the building, they will be escorted to Rotherfield Primary School to await collection by parents.

We always require up to date contact information for parents/ carers/ emergency contacts in case of unexpected closure.

Parents will not be charged for closures due to exceptional circumstances where the Pre-School remains closed for a continuous period of 3 days or longer. Funded hours commence from the beginning of each week and cannot be accrued.

Please note that the hours booked at the start of term will be chargeable as we staff per term. Any absent days through sickness or holidays are also chargeable. Please also note that due to staffing we cannot swap days and that any change in your normal sessions will be chargeable.

This Policy was written by	Shereen Milledge – Manager
This policy was adopted by	Rotherfield Village Pre School Directors
Date	January 2023
Review Date	January 2024

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
December 2020			Rotherfield Pre-School Staff & Directors
November 2021	None required	Shereen Milledge	Rotherfield Pre-School Staff & Directors
January 2023	Removed Covid 19 information	Shereen Milledge	Rotherfield Pre-School Staff & Directors