



Nursery Closure (Adverse Weather) Policy

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Document Owner: **Jacky Shackel (Head of Prep School)**

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

OUR SCHOOL AIMS

- ❖ *To foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support pupils' development of a sense of justice and an awareness of their rights and responsibilities as global citizens*

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:

The caretaker or member of the maintenance team will check whether the site is suitable for pupils and make the decision whether or not to close the Nursery by 6.45am. At that point the following procedures will be implemented:

- The caretaker will inform the School Closure Team via WhatsApp group (DW, JSh, JBa, NS, SBr, KV, JBo)
- The Foundation Stage Admin Assistant will send a text to the parents of children attending on that day by 7.00am.
- The Facilities Assistant will activate a pre-recorded message on the School phone by 7.00am.
- The Head of Estates and Facilities Manager will cancel Catering by 7.00am.



- 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 and a member of the maintenance team. This discussion should include timings, collection arrangements and logistics. The Head of Foundation Stage 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 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.
- 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 will inform Maintenance, who can then lock the site.

Policy created December 2018

Next review due December 2019