



# Sonning Common Pre-school

## 11.1 Closure of Pre-School

### Policy statement

Whilst every effort will be made to open in the event of exceptional circumstances, Sonning Common Pre-School will not open if this results in a breach of EYFS welfare requirements and/or Ofsted registration.

*In order to operate we must meet the following criteria*

- The EYFS welfare requirements.
- Our insurance policy.
- The number of appropriately qualified staff available.
- Appropriate child: staff ratios.
- The physical environment of our setting (risk assessment).
- Our ability to safeguard the children in our care in the event of a Critical Incident.

*An exceptional circumstance is defined as something which has happened beyond our normal level of control such as:*

- Lack or failure of heating.
- Accidental damage or vandalism to the setting making it unfit for purpose.
- Failure in supply of services (water, sewerage, electricity, gas).
- Ratios due to illness or understaffing.
- Extreme weather conditions such as snow, flood or storm. (Our opening will usually run in conjunction with Sonning Common Primary school if they close due to bad weather we are likely to do the same).



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## *Unexpected closure before a session*

On discovering that a scheduled session is not able to run, the following procedure will start:

- The first member of staff on site will inform the Manager/Chairperson. If needed the emergency services will also be contacted.
- The manager or room leader will contact parents immediately to inform of session closure and reason. A notice of closure will be placed on the website.
- The manager or room leader will inform Ofsted and the insurance company if necessary.

## *Closure during a session*

- If necessary children will be evacuated to the car park, if this is deemed unsafe they will be taken to Sonning Common Primary school.
- Parents will be contacted to collect their children.

## *Fee's*

If Sonning Common Pre-school is closed due to unforeseen circumstances (e.g. adverse weather conditions) no fee will be charged. However any fees already invoiced for such days, will not be credited; instead we will offer alternative place(s) when the Pre-school re-opens.

## *Funded sessions*

It will not be possible to offer an alternative session/s for funded sessions that are not run due to unforeseen circumstances.



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This policy was adopted at a meeting of

Held on

1st May 2018

Date to be reviewed

May 2019

Signed on behalf of the provider

Name of signatory

Victoria Head

Role of signatory (e.g. chair, director or owner)

Chairperson

## Other useful publications

- Statutory framework for the Early Years Foundation Stage (revised Sept 2012)
- Records, policies and notification requirements of the Early Years Register (Ofsted Jan 2013)