



## Purley Pre-School Policies & Procedures

SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

Page 1 of 1

### 8.8 Closure of Premises

#### 8.8.1 Policy statement

Occasionally, Pre-school may have to close unexpectedly at short notice (e.g. adverse weather conditions or inability to fulfil staff ratio, as set out in the Early Years Foundation Stage Statutory Framework).

The following procedure will be used in the case of adverse weather conditions:

#### 8.8.2 Procedure

- The Supervisor and Chair will liaise and jointly decide by 8:00am whether to close.
- The Chair will contact the website co-ordinator so that a message can be put on our website: [purleypreschool.co.uk](http://purleypreschool.co.uk)
- The Supervisor shall upload a message onto the Purley Pre School Facebook Page and Parents of Purley Pre School Facebook page.
- The site should be checked after 8:00am for the current day's situation.
- The Supervisor will contact RADIO BERKSHIRE (on FM 104.4) to inform them of our closure. They also compile a list of school closures on their own website.
- The Supervisor can always be contacted on the Pre-school mobile phone (07504 831149).

In other circumstances:

The supervisor and chair will liaise and jointly decide as soon as is possible whether to close.

Parents will be contacted by text, email and phone.

While we appreciate that closing the pre-school at short notice causes inconvenience to parents, our major consideration is always the health and safety of both children and staff.

This policy was adopted at a meeting of Purley Pre School Committee

This policy was reviewed and updated on 28<sup>th</sup> August 2017

Signed on behalf of the provider

Name of signatory

Alison Turner

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

Supervisor