



Closure Policy

The pre-school will endeavour to stay open as per the term dates specified at the beginning of each academic year. If we are unable to open our doors for any reason e.g. snow, epidemic, heating failure, the following procedures will come into play.

- As soon as we are aware of a problem we will assess the situation and then text parents of the outcome (using the mobile number on your 1st contact on our Emergency List - so please ensure you let us know if your details change).
- We will keep you advised via text, it is also possible for you to phone Lucy 07920 885185 or Claire 07982191158 if you need clarification of the situation. Also if due to weather please listen to Heart Radio 96.3 or go to their web site (www.heartbristol.co.uk) or log onto the South Glos Council web site (www.southglos.gov.uk) or Children & Young People Web Site (www.sgcyp.org/emergencyinformation)
- Our pre-school web site will state the situation and will be updated as quickly as possible (as with all technology - it may take time to update online)
- With regard to payment, acts such as snow or an epidemic are out of my control and payment will therefore be due.

We do not like having to shut the pre-school as we understand that it is inconvenient, especially for those who need to go to work.

Shutting our pre-school is a last resort, we do endeavour to make alternative arrangements and call on other people who can help out to cover staff, but it is not always possible.

We apologise in advance of any of these situations coming to light.

Written by:	Lucy Foley
This policy was adopted by the pre-school on:	September 2014
Signed off by the Manager of Frenchay Pre-School	Claire Frost
Next Review Date	January 2019
Links to EYFS	Safeguarding and promoting children's welfare