



Emergency closures policy

Wherever possible, Tandridge Pre-School will try to remain open. However, there may be occasions where this is not possible. For example:

- Where the minimum requirements of staff numbers cannot be met (through sickness) and appropriate cover cannot be found
- If the setting were to be deemed unsafe for staff and children (e.g. a gas or water leak, or no heating, extreme heat)
- If weather conditions are extreme and it would be considered dangerous for staff and families to travel to the setting (e.g. heavy snow)
- Where the village hall is being used as a Polling Station

Whenever possible, parents will be given as much notice as possible in writing about a closure (e.g. a polling day), as well as a regular update on term dates (this does not always correlate with the local schools). This email will be sent by the manager.

The decision to close the setting will be made jointly by the Manager and the Chair(s) of the Management Committee. In the case of extreme weather conditions, the Pre-School will usually follow the actions of the local schools, especially St. Peters Infant School next door. However the hall must be considered safe for both children and staff to attend and staff:child ratios met at all times.

In the event of a closure taking place, the Pre-School Emergency Closure Telephone List will be used to notify all families and staff. This list is updated annually at the start of each academic year by the Administrator, who is responsible for distributing to the relevant committee members and staff.

The list begins a telephone tag system where each volunteer is responsible for telephoning approximately 6 other parents and/or staff members to notify them of the closure. The call out will take place at the earliest opportunity to try and limit disruption to staff and families.

Where a volunteer can't be reached, the original caller will take responsibility to call that person's list of families in order that the chain is not broken.

Advice about what to say to families will be given by the Manager and Chairs (e.g. if and when families will be notified of the Pre-School reopening etc.). Any further information for parents (e.g. confirming re-opening) will be conveyed using the same procedure.

The manager will also email all parents and a message will be placed on the Parents' WhatsApp group by a member of the committee (Parent member). The manager will email and place a message on the staff WhatsApp group to confirm any decisions and procedures.

If emergency closures do have to take place, unfortunately we will not be in a position to make refunds as we still have overheads to cover.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School: _____ Date _____

This policy will be reviewed: _____ Autumn 2025

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures: _____

Date: _____

