



# Short Notice Closure Policy

- In extreme weather conditions or in the event of another unforeseen event (such as loss of power, water or heating) the Pre-School Manager in conjunction with the Committee will decide whether it is safe and appropriate to open the Pre-School.
- The decision will be made taking into account local conditions and advice and whether sufficient staff can travel to work in order to ensure ratios. The decision will be made as early as possible.
- A decision to close will not be made lightly, but must incorporate consideration of the safety of all children and adults travelling to the Pre-School.
- In case of closure, due to severe weather, we will send an email to all parents by 8.30 on the morning of the closure.
- In the event of severe weather and before leaving home, parents are advised to check that the Pre-School is open by phoning the Pre-School and checking their emails.
- The Manager will inform Ofsted by email of any closures due to severe weather.

**This policy was adopted at the meeting of the Management Committee held on:**

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**Signed on behalf of the Little Den Pre School Playgroup:**

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**Print Name:**

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**Position: CHAIRPERSON**