

POLLYANNA PRE-SCHOOL TEMPORARY CLOSURE POLICY

Statement of intent

Pollyanna Pre-School will endeavour to be open from 9.00 am to 2.45 pm, Monday to Friday during term times without disruption. Where disruption is unavoidable, all involved at Pollyanna Pre School will be kept informed and Pollyanna will reopen at the earliest opportunity.

In the unlikely event that Pollyanna must close at times other than scheduled in the normal opening hours and dates, we will follow the procedures below.

Procedure

An emergency / short notice closure will be implemented in the following circumstances:

- When the building is unusable through accidental or malicious damage
- Flooding
- Bad weather
- The breakdown of the heating system or heating not working sufficiently to heat the hall above 16c.
- When the building is unusable due to required maintenance work. Where possible we will endeavour to negotiate scheduled work to be carried out during times of closure.
- When an outbreak of illness within the Pollyanna community requires closure in line with **Government, DfE**, Health Protection Agency (HPA) **and/or** Ofsted guidelines.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children.
- When advised by Police or other emergency service that we are required to closed.
- When an emergency occurs during the Pre School session which requires Pollyanna to close early.

This is not an exhaustive list, and there may be other reasons that Pollyanna has to shut at short notice.

The Chairperson of the Management Committee (or nominated Committee Member) and/or the Manager will make the decision to close based on circumstances, safety and number of staff available.

The Manager will notify all relevant staff of the decision. If less than 24 hours notice is given, staff will be paid for their contracted hours that day.

The Administrator or Manager will notify parents by SMS text message, and also endeavour to update the website, Facebook, use Bucks County Council School Closures site and use local radio service – see Closure Procedure.

In the event of closure, fee paying children will be offered an alternative session during the same half term subject to availability. Funded children will not be offered an alternative session.

The Administrator or Manager will be responsible for informing the relevant authorities of the unexpected closure depending on the circumstances of the closure.

Parents will be informed about how they can find out when Pollyanna will reopen and other pertinent information according to the circumstances of the closure. This may include asking them to nominate a preferred contact number/email address or holding a special meeting to keep parents informed.



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Emergency closure after a session has started

In the event of an emergency closure after the session has started, parents and carers will be informed by SMS text message that they are required to collect their child as soon as possible.

If the closure is due to sickness, the children and all staff who are unaffected will remain on the premises until all children can be collected. If too few staff are well enough to stay on the premises, members of the Committee will be contacted and asked to stay on until the other children have been collected.

If the closure is due to an emergency which requires the building to be evacuated, the children will be safely evacuated according to the current emergency evacuation procedures. Please refer to **Emergency Evacuation and Fire Drill Policy**. Contact information for all the children will be taken out of the building alongside the daily register.

The children will then be taken to Stoke Mandeville Combined School until such time as they can all be collected by parents and carers. The Manager or Deputy Managers will contact the parents and carers of the children present. All staff will remain with the children during this time.

Review and Approval

This policy was adopted on: _____

Signed by Management Committee:  _____

Print Name: Carl Sautereau _____

Date of Renewal: September 2024 _____