Weather closure policy Section 25

STATEMENT OF INTENT

Little Fishes Pre-school will remain open wherever possible during severe weather conditions.

The health safety and wellbeing of the children attending pre-school and the staff working in the pre-school will always be priority.

AIM

To ensure it is safe and in the best interests of the children and staff to open the setting or remain open during severe weather conditions.

METHODS

The following checks will be made before a decision will be made on if the pre-school can open:

1. The number of staff that can travel to work and if appropriate child / staff ratios can be achieved.
2. Access to the building and safety of immediate areas.
3. Is the building a suitable temperature for the children.
4. Surrounding roads & paths to pre-school and the safety of the children travelling to pre-school.
5. Local primary and secondary schools staying open.

A decision will be made by the Pre-school Manager as early as possible and if it will not be possible to open the pre-school safely then all parents & carers will be contacted by email to advise of the closure. We will also put a message on the pre-school WhatsApp group and pre-school Facebook page to reach as many parents & carers as quickly as possible.

If the setting requires clearing or more checks need to be made before opening safely then this may result in a later opening. If this happens, we will contact all parents & carers by email, and a message will be put on the pre-school WhatsApp group and Facebook page to advise of the later opening time.

If the setting is open but conditions worsen over the course of the day, then a decision to close early may be necessary. In this instance then we will contact all parents /

carers by telephone as soon as possible to allow enough time to arrange for early collection.

If parents / carers need to be called to collect children, then the children in our care will be looked after by staff safely until they are collected. In the unlikely event that the pre-school is not a safe place to wait until the children are collected then staff will wait in another place of safety and will make the parents & carers aware. In this instance staff will carry either the pre-school telephone or a mobile phone with them. We will make every effort to contact parents / carers (or other authorised person) to collect.

In the event of the pre-school closing then fees will not be refunded for the first two days.

After the second day of closure if we need to remain closed then fees will not be refunded but we will credit the amount invoiced against future sessions.

Date policy adopted / reviewed November 2026

Signed on behalf of the Pre-School Trustees

Name and position of signatory

Policy review date November 2027……