



# **Closure of Kindergarten Policy**

**(due to adverse weather conditions)  
(Including cancelation of Parent a& Child  
sessions)**

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Date Ratified by College of Teachers	Jan 2015
Status	Ratified
Last Review Date	September 2021
Policy Number	CVSE doc 18

## **Purpose.**

The purpose of the policy is to outline the main reasons that the decision may need to be made to close the Kindergarten for a period of time.

The document will set out the procedure the staff will use to determine the necessity of closing the kindergarten and/or Parent and Child sessions.

## **Information.**

CVSE is committed to providing uninterrupted provision throughout the year and has the highest regard for the safety of the children in our care.

The safety of the children and staff is the priority of CVSE.

## **Procedure**

If weather conditions necessitate a discussion to take place regarding the need to close the Kindergarten the following procedure will be followed.

1. A discussion between The Early Years Manager and the Kindergarten Teacher will take place. They will consider the following:
  - Weather conditions – at the time and forecasted
  - Is the road to school passable (safely)
  - Can adequate numbers of staff get into school (safely)
  - Is the school warm enough for the children to attend
  - Will parents be able to get their children into the school
  - Will parents be able to collect their children at the end of the day
  - Is the school bus running
  - Is public transport running
2. If it is felt that any of the above mean the provisions cannot open safely then the decision will be made
3. The reasons for closing the kindergarten will be documented in a risk assessment tool, for future reference or reflection on the decision (see attached Appendix 1)
4. The closure will be cascaded to the Parent Rep who will then cascade the information to the parents as soon as possible.
5. The decision will also be emailed to all parents.
6. At the end of every day a new discussion will be planned and a decision be made in a timely manner for the next day. The decision to close/reopen the provisions will be reviewed on a daily basis and communicated to parents.

### **Procedure for early closure of the provisions during the day time.**

The detailed procedure previous will be adapted and followed should weather conditions deteriorate during the course of the day.

If a decision is made to close the early, parents will be contacted as soon as possible to make arrangements to collect their children.

NB It is essential that parents are mindful of weather conditions and ensure they are easily contactable, should the forecast or actual weather conditions be deteriorating.

### **Monitoring compliance**

This policy will be reviewed and adapted as necessary.