

## **Inclement Weather Procedure**

### **Nurseries and Early Years at Salisbury Villas, Shaftesbury Road, Dame Bradbury's and Madingley**

Parents will find the following points of information and guidance about our procedures during periods of inclement weather helpful or in the event of the need for any emergency closure. Our intention is for school to remain open.

1. The safety of our children, staff and the families who use our settings, is of the utmost importance to us. We will endeavour to remain open where possible during inclement weather, or other adverse conditions that affect operational running, but this will depend upon a number of circumstances.
2. It is essential that the correct staffing ratios can be met for the nursery to be deemed safe to open. We will also take into account the accessibility and safety of the nursery building - both inside and outside and the temperature being suitable for the children inside. We will do our best to ensure that our car parks (where applicable) and approaches/pathways are cleared and gritted to assist accessibility.
3. The Head of Early Years will take into consideration any local school closures, the local area forecast, as well as following any relevant Local Authority and/or government instruction/guidelines. We will also closely monitor the services available by public transport.
4. If the nursery remains open during adverse conditions, we will aim to operate as normal for as long as possible. However, the safety of everyone accessing the nursery is the most important factor and we may make the decision to open later or close earlier depending on how many staff members are able to work/safely travel to and from work. If we feel parents need to start collecting their children earlier than usual in order to get home safely, phone calls will be made to all parents to inform them of our decision.
5. In the event of severe weather such as heavy snow falling overnight/early in the morning, the Head of Early Years will make a decision regarding whether or not to open the nursery, where possible by 7.00am. In this event a notice will be posted on our website [www.stephenperse.com](http://www.stephenperse.com). In addition, a ParentMail communication and Tapestry memo notification will also be sent to parents.
6. Please note that there will be no refunds offered for any closures or alterations to opening hours for the reasons detailed above. We do not take the decision to close any of our settings lightly and would only ever do so under extreme unavoidable conditions.
7. On mornings when bad weather will clearly affect the safety of the Nursery premises and surrounding area, please bring the children to nursery using the following guidelines:

### **Salisbury Villas**

- Arrival at the main entrance and the children will be taken to the Nursery building in the garden and supervised there until we have the appropriate number of adults to supervise the children in their classrooms.

### **Shaftesbury Road**

- Arrival at the gate in the car park and the children will be taken to the Nursery building and supervised there until we have the appropriate number of adults to supervise the children in their classrooms.

### **Dame Bradbury's**

- Arrival at the gate in the car park and the children will be taken to the Nursery building and supervised there until we have the appropriate number of adults to supervise the children in their classrooms.

### **Madingley**

- Arrive at the front door to avoid the slope into the playground. All children will then begin their day in the main building with a member of Nursery staff until there are the appropriate number of adults to supervise the children in their classrooms.
- Due to the location of the Madingley Nursery and ensuring safe access to the premises, it may be necessary to close the Madingley Nursery after heavy snowfall.

8. Safety is the first consideration for each family. Whether you are able to bring your child to the nursery will depend on personal circumstances and local conditions. We suggest that when it does snow, that staff and parents give themselves ample time to make their way to and from the setting, and that they travel as safely as possible. If driving, we recommend using, and parking on, main roads wherever possible. We appreciate that local conditions will vary and may change rapidly and will understand if you cannot bring your child to the nursery at the start of the day. Equally, if inclement weather sets in later and you are worried about the journey home, you may wish to collect your child before their usual finish time.
9. To ensure that we know who will and will not be in nursery, please inform us if you are unable to bring your child to nursery by emailing: [eyfs@stephenperse.com](mailto:eyfs@stephenperse.com) . Please avoid telephoning us unless absolutely necessary to ensure that telephone lines remain available for urgent calls.
10. If a decision to close early has been taken, or you are worried about the journey home and wish to collect your child before the end of the school day, please arrive at the main entrance for the location your child attends and the Receptionist or Nursery staff will bring your child to meet you.
11. Snow, specifically, can be very exciting for the children and we like to be able to make these times fun for them and incorporate learning opportunities. To this end, we ask that children attending nursery when snow is forecast and/or evident, are sent in appropriate clothing with suitable outerwear and footwear as it is more than likely that they will go outside to play during their time at nursery.