

**Unplanned Day Closure    Reviewed September 2019**

**We aim to give parents advance notice of all setting closures. In the event of an unplanned closure we will ensure families are alerted promptly, the relevant bodies informed and reimbursements made as needed.**

**Reasons for unplanned closure:**

- 1. Staff illness
- 2. Severe weather conditions: snow, floods, severe storms causing blocked roads.

**Procedure when a closure occurs:**

- 1. The supervisor informs Parents and carers by phone/text and by email as soon as possible.
- 2. A notice will be put up at the setting advising of the closure.
- 3. The supervisor will stay at the site to inform any parents who arrive having missed the message.
- 4. A notice will be put on the website and the Facebook page.
- 5. The supervisor also informs Services for Young Children using their emergency closure protocol.
- 6. The supervisor will inform Ofsted of this event as soon as possible and certainly within 14 days.

**Reimbursement:**

We will reimburse parents/carers for all unplanned closures.

<b>Date:</b>	<b>Name:</b>	<b>Signed:</b>	<b>Review:</b>
<b>Date:</b>	<b>Name:</b>	<b>Signed:</b>	<b>Review:</b>