



PROCEDURE FOR UNPLANNED CLOSURE OF THE NURSERY

If due to circumstances such as power supply failure, flooding, fire damage, high levels of sickness, loss of heating or water, bereavement or extreme weather conditions, Bobtails is unable to open, we regret that we are unable to refund the fees or guarantee alternative sessions for these days. If parents are unable to reach the school due to similar unforeseen or extreme conditions fees will not be refunded nor will alternative sessions be guaranteed.

In the event of extreme weather conditions, power failure, or other events outside of the control of the business the following actions will apply.

Parents will be notified as early as possible, preferably before 8 am, of the need to close the business. This will be through individual phone calls to parents by the principals. A message will be passed to a nominated member of staff who will inform all other staff members as soon as practical. The nominated member of staff will report back to the principals once the other members of staff have been notified.

Ofsted, local education authority or the health protection agency may need to be notified of such closures.

A note will be placed in the register of any such closures.

Parents will be notified by e mail, text message or telephone of the date and time of the nursery re-opening.

Principals: PA West, EY Bradley

Nominated member of staff: Lucy Colborn

