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|  | Chirton Pips Pre-School |
| Policies and Procedures |

# Emergency Closure Policy

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# Statement

Such unexpected closures should only happen in unavoidable circumstances. In the event of Chirton Pips Pre-School having to close on a day, that Chirton Primary School is itself open, the following procedures shall be taken:

# Procedures

* The Head Teacher of Chirton Primary School will be informed.
* A notice will be put up on the outside gates of the Primary School, and also on the Pre-School gates.
* A message will be left on Chirton Pips Pre-School website and Facebook informing parents/carers of the closure.
* Our staff should have an update phone list of all parents/carers and every attempt will be made to contact parents/carers between them.

After the event, once Chirton Pips Pre-School is open again, a letter will be sent out, with a brief apology for the closure, an explanation of the circumstances, and a reassurance to parents that it is not going to be a regular event.

If Chirton Pips Pre-School does have to close due to unavoidable circumstances, we will endeavour to provide parents with an alternative date for their child to attend, and offer a refund for the session if this is not possible.

If these actions are taken, there is a good chance that all parents/carers will have several opportunities to be informed that the Pre-School is not open that day, and that they need to make alternative arrangements.

*In the event of Chirton Pips Pre-School having to close on a day that Chirton Primary School is itself closed, once again the above procedures will be followed.*

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| Date Adopted: November 2012Date to be Reviewed: November 2022Signed.................................................... (Chair) Date ………………………Signed.................................................... (Leader) Date …………………………. |