



Old Court Community Pre-School

Station Road, Royal Wootton Bassett

Wiltshire, SN4 8QY

Tel: 01793 849783

Email: oldcourt@talktalk.net



Adverse Weather Conditions

It is Old Court Community Preschools policy to keep setting open whenever possible. The decision to close will be made by the setting manager and the committee chair person. The decision to close will be made using the following criteria:

- Conditions are too dangerous for children or staff to travel
- Conditions are expected to worsen as evidenced by current weather forecasts
- Insufficient staff are able to travel meaning we do not have ratio of staff to children

Expectation for staff

Staff are expected to attend for work at preschool, even if closed to children, as long as it is safe for them to make their way there/remain in the building. If staff are unable to get into work, they should telephone manager at the earliest possible opportunity to explain the situation and agree what to do. Staff are expected to work from home if they are unable to attend the preschool site. Work tasks on these days are to be agreed between staff and manager.

Staff members will continue to be paid at their normal day rate when closure is out of their control and the above policy has been followed.

Communication between Preschool and Parents/Guardians

Old Court Community Preschool will make every effort to contact Parents/Guardians as soon as a decision is made. Parents/Guardians are expected to check our website and Facebook page for updates.

Weather deterioration during the day

In the event of the preschool having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents/guardians will be contacted by phone either at home or work and asked to collect their child. Such an early release will only be contemplated in extreme circumstances.

Staff who are likely to face difficulties in getting home may have to leave work early, taking into account their personal safety. This decision will be taken in collaboration with the setting manager.



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Loss of paid for sessions

Refunds will only be issued if parents pay for extra sessions over and above 15 or 30 hours of free/extended entitlement. No refund will be granted if closure is less or equal to the 15 or 30 hour funded sessions. Refunds will be granted if the closure is over the 15 or 30 hour funded sessions. This will be arranged by our administrator and refunded as a credit on the next term's invoice.

On-site safety

In the event of snow some preschool pathways will be cleared and salted. Parents, children, staff and visitors should be aware that pathways, even where cleared, may remain dangerous. We are not responsible for the car park or Memorial Hall pathways, and therefore can take no responsibility for any accidents or incidents that may be caused. (Please note that the Memorial Hall car park entrance is not our official entry and we are permitted to use it only as a matter of courtesy).

During adverse weather conditions, parts of the garden may be restricted in use for the children. This will be risk assessed by the centre manager and staff.