



## **Nursery Closures**

Desmond Anderson Nursery will keep closures to a minimum, to enable staff to provide continuity of care, education and to develop meaningful relationship with families, parents, carers and their children. Parents will be informed of any closures at the earliest opportunity so that alternative childcare may be arranged.

Desmond Anderson Nursery will provide care and education for 38 weeks during term time. The nursery closes for five Inset days, these are in addition to the 38 weeks and not part of the Free Entitlement (FE). The nursery may also close on the advice from others. For example, Desmond Anderson Primary Academy or the Health Authority.

### **Unforeseen events**

From time to time the nursery may have to close due to events outside their control. Parents will be advised as soon as staff are able to contact them. Such events include:

- School closure
- Adverse weather conditions
- Health, safety and wellbeing of your children
- Staff absences, where ratios cannot be maintained, as per the statutory requirements for Early Years.
- Enforced Academy Trust closures.

**This is not an exhaustive list of events and will be amended as necessary.**

### **Health and Safety**

A senior member of staff will inform all parents/carers as soon as possible in the event of a Health and Safety issue, which results in a nursery closure, such as:

- Clusters of vomiting and diarrhoea, which are notifiable to Public Health England. In such cases a senior member of staff will be advised by Public Health England on the procedure to take. This may include closure of the nursery to allow staff to deep clean all resources and equipment prior to children returning to the nursery.

- Coronavirus pandemics and clusters of contagious diseases that may affect the children attending the nursery. Senior staff will take advice on whether to close the nursery to contain the spread of infection.
- Damage to the building, where the damage is seen to pose a significant risk to the children attending.
- In the case of excessive cold inside or outside, a senior member of staff will determine if the wellbeing of the children attending the nursery is being affected and will close the nursery accordingly. As there is no legal **maximum** temperature inside or outside, in the case of extreme heat, parents will be contacted and given the option to collect their child early.

### **Staff Absences**

- Staff absences due to illness or unforeseen circumstances where this results in the staff to child ratio being less than the minimum statutory requirement of 1:8 for 3 and 4 year olds (or 1:13 if a QTS, EYP, EYT or other suitable level 6 qualified person should be working directly with the children). All attempts will be made to provide alternative staffing; however, this may not be possible and, unfortunately, notice may be very short.

### **Closure Procedures**

If a decision is made to close both the **academy, and therefore the nursery**, due to poor weather conditions, the following procedures will apply:

- A message will be put on the **academy** answer machine (01293 525596)
- A sign indicating closure will be put up on the **academy** gate by 7.45am
- A text will be sent to all parents/carers via Parentmail
- Notification will be on the academy/nursery website - [www.desmondandersonprimaryacademy.org.uk](http://www.desmondandersonprimaryacademy.org.uk).

However, if the **nursery** is forced to close for any other reason, parents will be notified of the closure as soon as possible. This may include:

- A message on the parent/carer noticeboard
- A text sent to all parents/carers via Parentmail
- An email to all parents/carers
- A personal telephone call/message.

**It is important that all contact details are kept up to date.** Although we will send reminders from time to time, it is the parents/carers responsibility to ensure that the nursery has current contact details.

## Fee Refunds

Refunds will be issued at the discretion of the Nursery Leader and in consultation with the University of Brighton Academies Trust. However, the nursery will not refund fees in the event of the following conditions, requiring the nursery to close:

- On advice from Health Authority, e.g. due to clusters of vomiting and diarrhoea, where several children from one session show symptoms
- Insufficient staff - Statutory requirements 1:8 for 3 and 4 year olds, (or 1:13 if a QTS, EYP, EYT or other suitable level 6 qualified person should be working directly with the children).
- Adverse weather conditions
- Academy closure, where the nursery is included
- Damage to building resulting in a Health and Safety issue
- Nursery trip attendance, as this is still a nursery session, but held off site
- Inset days, as they are not charged, they are not refundable.

Where a child accesses both government funded hours and fee paid hours, refunds will only be paid where a planned closure falls on a fee paid session.

**This is not an exhaustive list of conditions and will be amended as events arise.**

**This policy was written by:** Ann Agg – Nursery Leader

**and implemented by:** Desmond Anderson Primary Academy  
Desmond Anderson Nursery

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**Review date** 19<sup>th</sup> August 2021

**Name of signatory** Clare Hoggan

**Role of signatory** Chair of Local Board

**This policy should be read in conjunction with:**

**Free Entitlement, Fees, Payment and Refunds policy**

**Late Collection and Uncollected Child policy**