

UNPLANNED CLOSURE PROCEDURE

Adverse Weather

In the event of adverse weather, Torphins Playgroup Pre-School will follow the lead of Torphins Primary School.

Information relating to any partial or complete school closure is available by telephone or on the internet.

Website: www.aberdeenshire.gov.uk/closures

This information is relayed automatically to various local radio stations.

Telephone: Call the School Information Line on 0370 054 4999 then use the Torphins Primary Schools Pin number 02 + 2710 as instructed.

Where possible, an email message will be sent out or a call made to all parents/carers informing them of the closure of Playgroup.

Staffing

The Chairperson and staff will liaise with regards to staffing and opening/closing arrangements.

In the unlikely event that all staff are unable to attend work due to adverse weather or other unforeseen circumstances, Torphins Playgroup Pre-School will close.

Should one or two members of staff be unable to attend, remaining staff members will be contacted and requested to cover. In the event that only one member of staff is able to attend, the Chairperson will be asked to act as a member of staff. In all circumstances, at least one member of staff needs to be in possession of or working towards the relevant childcare qualification required for leading the session.

Early Closure

In the event that conditions are such during a session that it is deemed necessary by the staff and Chairperson that Torphins Playgroup Pre-School should close (e.g. adverse weather, electrical failure, flood, fire etc), staff will contact parents/ carers and ask that they collect their children as soon as possible. If a parent/carer cannot be contacted or cannot return to collect their child, staff will contact the emergency contact numbers as listed in the children's Personal Care Plans, unless otherwise instructed by the parent/carer.

Reporting of Closures

The Manager is responsible for contacting our Aberdeenshire Council Development Officer to advise the Council of any closures (as per our Service Level Agreement).

At the discretion of the Committee, parents/carers with fee paying children may be offered a refund or reduction in their next invoice, after a period of five consecutive days of unplanned closure.