

Emergency Closure Policy

Procedure

In the event of a breakdown of essential services (e.g. heating failure, loss of water supply), severe weather conditions, terrorist attack or where The Square Nursery School has to close or partially close due to illness/epidemic, it is important to be familiar with the following procedures.

As soon as possible, parents will be contacted by telephone / email and asked to collect their child/children. Each member of the staff team will be given a group of numbers that they must call to inform families of any school closure, an email may also be sent to parents.

Where The Square Nursery School has been closed due to heating failure, loss of water supply or where the nursery has an illness epidemic, please ensure that the nursery has re-opened before bringing your child the following day. We will try to keep parents informed of the ongoing situation by telephone / email.

In cases of severe weather conditions, if the weather deteriorates during the day, parents may be asked to collect their child/children early.

If heavy snow falls overnight, parents must establish that the nursery is open before bringing in child/ren. A member of staff will contact families to inform where normal opening hours will be affected.

Please note - it is important to remember that some members of staff have to travel considerable distances and may be advised not to make the journey to the nursery in severe weather condition.

In any event that the opening hours of the nursery will be affected the Square Nursery School will make every effort to inform parents via the contact details provided to us and held on file. We will also endeavour to keep parents informed of the reason why we are closed and when we are due to re-open.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>13th September 2025</i>	Zoey Gordon	<i>September 2026</i>

This policy has been read and understood by the following staff members:
