



# Waltham Pre-School

## Adverse Weather

### Policy Statement (Pupils)

Waltham Pre-School will always endeavour to stay open; however, should heavy snow give concerns for Health and Safety or unexpected problems with the heating, it may be necessary to close the Pre-School.

### Procedures

- The decision will be made as early as possible but may be made first thing in the morning of bad weather.
- We will endeavour to have closures announced on Lincs FM. We will also ask for further details to be included on the website of the radio station.
- A Tapestry Memo will be sent out to inform of any closures.
- Should bad weather deteriorate during the day, it would be our policy to keep the children in school until the normal leaving time. However, it may be advisable to let children leave earlier, in which case you will be contacted.
- Parents/carers will be charged as normal during any closure.
- Please ensure your child is dressed appropriately during the winter months, by wearing warm waterproof coats and sturdy shoes.

### Policy Statement (Employees)

In cases of adverse weather conditions, the following will apply for all staff members;

- Employees are obliged to attend work in terms of their contracts of employment. This applies even in extreme weather conditions. The onus is, therefore, on employees to come into work.
- If an employee's normal mode of transport is out of action due to severe weather disruption, alternative travel arrangements should be made.
- Staff will never be asked to disregard official weather and travel advice.
- Any time off in these circumstances will be unpaid.
- A school closure where alternative childcare arrangements cannot be made constitutes an emergency. Employees would be entitled to take a day off, which would be unpaid.
- Should it be necessary to temporarily close Waltham Pre-School at short notice because of unforeseen circumstances, such as heavy snowfall. Employees will be paid their contracted hours.
- If an employee is believed to be using the weather conditions as an excuse for absence (or lateness), this could be seen as a disciplinary matter.
- Waltham Pre-School should be contacted by phone once an employee knows they will be unable to make it into work between 6.00am - 7.00 am.