**Adverse Weather Policy**

**Closure Decision**

1. **Morning Assessment:**
	* By 8:00 am, the Playschool Manager and at least one Committee Member will assess the situation to determine whether it is safe to open.
	* Key factors include:
		+ The safety of travel for staff and families.
		+ The current and forecasted weather conditions for the day.
2. **Notification of Closure:**
	* If the decision is made to close, all parents will be notified via email by 8:30 am.

**During the School Day**

1. **Assessment of Conditions:**
	* If weather conditions worsen during the day, the Manager and Committee will reassess and may decide to close the Playschool early.
2. **Parental Notification:**
	* Parents will be contacted by telephone and asked to collect their children as soon as possible.
	* Staff will continue to care for children on-site until they are safely collected by a parent or carer.

**Communication and Support**

* We aim to provide timely communication to minimise disruption for families.
* Staff will ensure all children are kept safe, warm, and comfortable while awaiting collection during adverse weather conditions.

This policy ensures that we prioritise safety while maintaining clear and effective communication with parents and carers.