



# Millbrook Primary School and Nursery

## Unavoidable Nursery Closure Guidance

Circumstances may arise from time to time when it is necessary for the Head of School to temporarily close or partly close the Nursery. When this does arise we will follow the 'Unavoidable Nursery Closure Guidance' detailed below.

### **Context**

A decision to close or partly close the Nursery lies with the Head of School.

### **What the Head of School will do**

- Establish the nature of the problem
- Consider whether the whole of, or part of, the Nursery should close.
- Consult with the EYFS lead and/or Executive Headteacher.
- Take immediate necessary action upon closure
- Arrange any necessary follow-up action

### **Establish the Nature of the Problem**

Whatever the possible reason for unavoidable closure, the Early Years lead and /or Nursery teacher should consult as quickly as possible with the Head of School. Advice should be sought to ascertain whether the problem can be resolved, avoiding closure, or to ensure that any closure is as brief as possible.

Where there is any doubt concerning the health and safety of pupils and staff, then the Head of School will err on the side of caution. Should the Head of School be off site then the role of the Head of School within the decision making process will be taken by the next most senior member of staff.

### **Possible Reasons for Closure**

It is not the purpose of this guidance to give a full and comprehensive list of possible reasons for closure but they fall into the following main and sometimes inter-related categories:

### **Premises Related Issues**

- Breakdown of equipment
- No electricity
- Heating failure
- Fire
- Flood

- Major damage/vandalism
- Safety

### **Environmental Health**

- Epidemics
- Pollution
- No water

### **Emergencies**

- Adverse weather
- Bomb alert
- Police action

### **Personnel**

- Excessive staff absence
- Industrial action
- Funerals

### **Missed sessions due to unplanned closure**

Due to staff ratios and pupil capacity limits within the nursery space it unfortunately isn't possible to move sessions or make them up at another date/time.