

Petworth Primary Nursery

Adverse Weather and Other Disruptive Conditions Policy



Reviewed:	October 2026
Next Review:	October 2028
Person Responsible:	Amy Eddy

Inspire, nurture and challenge with JOY at the heart in all we do.

Our aim is to minimise uncertainty and confusion in the event of potential nursery closure due to adverse weather or other disruptive conditions. Clear and timely communication with parents and staff is essential to ensure the safety and well-being of all children and employees.

Petworth Primary Nursery is committed to maintaining services wherever safely possible during conditions such as severe weather, public transport strikes, fuel shortages, and other unforeseen disruptions. However, we will always prioritise the safety of children, parents, and staff when making decisions about opening or closing the nursery.

Responsibilities

Petworth Primary Nursery

Petworth Primary Nursery is responsible for ensuring that risks to employees and children due to adverse conditions are assessed and minimized. Any decisions made regarding closure, reduced service, or staff adjustments will be documented.

Petworth Primary Nursery Management Team

- Ensure clear communication mechanisms are in place for staff and parents.
- Assess weather conditions and other factors affecting attendance.
- Make decisions regarding opening, delayed opening, early closure, or full closure.
- Ensure updates are provided via multiple communication channels (phone, email, website, and social media).

Employees

- Make every reasonable effort to attend work as scheduled, taking necessary precautions.
- Inform their line manager as soon as possible if they are unable to attend or will be delayed.
- Cooperate with temporary role adjustments if necessary.
- Report any personal safety concerns to management.

Decision-Making Process for Adverse Weather and Other Disruptions

The night before anticipated disruptions:

- Designate a local staff member to be a key holder in case of limited access.
- Put nearby staff on standby to arrive early if needed.
- Monitor BBC/Met Office weather updates.

The morning of a disruption:

- Petworth Primary Nursery Management, in consultation with the Committee, will assess conditions by 7am.
- Factors considered:
 - BBC/Met Office weather reports.
 - Local school closures (via WSCC school closure list).
 - Transport conditions and staff availability.
- A decision will be made to either:
 - Open as normal.
 - Delay opening.
 - Open with restricted numbers.
 - Close for the day.

Communication with Parents and Staff

If a decision is made to close, delay opening, or operate with restricted numbers, Petworth Primary Nursery will update:

- Facebook
- Petworth Primary Nursery website (which is part of Petworth CofE Primary School website)
- Answerphone message
- Email notification to parents
- Notice on the nursery doors
- West Sussex County Council school closure website

If early closure is necessary, parents will be informed at drop-off and via phone call or emergency contact if required.

Procedures for Different Scenarios

If the Nursery Remains Open

- The entrance and car park will be assessed for safety, and gritted if necessary.
- Staff will be allocated according to availability.
- Children will be admitted on a first come, first served basis, maintaining legal staff-to-child ratios.
- Parents who choose not to attend will still be charged for booked sessions.
- After-school club will operate if local schools remain open. If schools are closed, parents will not be charged.

If the Nursery Closes for the Day

- A full credit will be issued to parents.
- All communication channels will be updated promptly.

If the Nursery Opens Late

- Parents will be informed via the usual communication channels.
- A notice will be placed on the nursery door.

If the Nursery Closes Early

- Parents will be given notice at drop-off of the possibility of early closure.
- Parents will be contacted via phone in the event of early closure.
- Children must be collected promptly.

Staff Attendance and Pay During Disruptions

- Staff must notify their line manager if they are unable to attend work or expect delays.
- If staff cannot attend work, the following options may be considered:
 - Using annual leave.
 - Using lieu time (with management approval).
 - Making up lost hours later (where feasible).
 - Working from home (if applicable and agreed upon).
 - Taking unpaid leave.
- Employees are not automatically entitled to pay if they do not attend work.
- There is no automatic entitlement to work from home.
- Staff may be required to undertake different duties if needed due to reduced staff numbers.

Invoice Credits and Adjustments for Parents

- If Petworth Primary Nursery is fully operational, but a parent chooses not to bring their child, no refund will be given.

- If Petworth Primary Nursery limits numbers due to staffing shortages, children turned away will receive a full refund.
- If Petworth Primary Nursery closes entirely, parents will receive a full credit.
- Funded hours will be rescheduled where possible in the following holiday period.

7. Post-Disruption Review

- After any disruption, Petworth Primary Nursery will review the effectiveness of this policy and make necessary updates.
- Any children turned away will have their invoices credited accordingly.
- Staff working additional hours will be considered for reasonable adjustments in their working schedule.

This policy ensures that all parties understand their roles and responsibilities during adverse weather or other disruptions. By maintaining clear communication and following structured procedures, Petworth Primary Nursery aims to provide the best possible service while prioritising safety.