



Lavenham Pre-School  
Lavenham Village Hall  
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## Adverse Weather Policy

Lavenham Pre-school will endeavour to keep the setting open during periods of adverse weather. There may be times when unfortunately, the safest option is to close. The Manager or Deputy Manager on the day will decide on closure based on the existing conditions and the forecast for later in the day. We will ensure that decisions are made early to inform parents of our plans.

The decision to close is not undertaken lightly but must incorporate consideration of the safety of all children, parents and staff travelling to and from Lavenham Pre-school as well as the health and safety of children in our care. Factors that would contribute to this include;

- treacherous roads conditions,
  - failure in the heating supply
  - insufficient numbers of staff have been able to get to Pre-school as a result of the weather
  - power cuts
- As an early year's provider, we have to adhere to regulations set out in the Early Years Foundation Stage (EYFS) with regards to the number of adults required to staff a setting dependent upon how many children are in attendance and their ages. Should staff not be able to get to work, we may not have enough staff to meet these staffing levels and therefore care would be compromised and we would also be in breach of regulations. In this case, we would have no option but to close.
  - On any given day, notification of our decision of closure will be posted on the Lavenham Pre-school Facebook page or email. If we make the decision to close during the day parents will be contacted via phone.
  - If Lavenham Pre-school has to close during a session due to severe weather, all parents/carers will be contacted and asked to collect their children as soon as is reasonably possible. If parents are delayed in collecting their child they should contact the Pre-school to give an anticipated arrival time or arrange another adult to collect their child and inform the Pre-school of this decision.
  - There will be at least two staff on the premises until all of the children have been collected. Ratios of staff: children will be maintained at all times.

- This policy was adopted by Lavenham Preschool *(name of provider)*

On February 2026 *(date)*  
Date to be reviewed February 2027 *(date)*

Signed on behalf of the provider

A handwritten signature in blue ink, appearing to read 'Roy Mawford', enclosed within a large, loopy blue oval. A long horizontal line extends from the right side of the signature.

Name of signatory

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Roy Mawford

Role of signatory (e.g. chair, director or owner)

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Chair of Trustees

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