



Whitechapel Village Hall, Church Lane, Whitechapel, Lancs, PR3 2EP  
Tel 01995 641132 email [preschool@whitechapel.lancs.sch.uk](mailto:preschool@whitechapel.lancs.sch.uk)  
Registered charity number 1080554

## **Administration**

### **4.6 Exceptional Circumstances**

#### **Policy statement**

We reserve the right to close preschool on short notice if we feel it is unsafe for children, parents/carers and staff to be in or travel to Whitechapel preschool.

#### **Procedures**

- Exceptional Circumstances could include: heavy snow or rain making the roads unsafe to travel; heating not working properly; water being turned off. This list is not exhaustive.
- As soon as a decision has been made to close parents/carers will be informed via phone, email and facebook. The first emergency contact number for your child will be called. A member of staff will be in preschool for a short period to speak to carers and carry out the above, if safe to do so.
- We will work alongside school when making any decisions about closing.
- Parents/carers will still be charged for these sessions and staff will still be paid if booked in for that session.