



## St. Mary's Playgroup

### Snow Policy

St. Mary's Playgroup will endeavour to remain open where possible in the event of snowy weather conditions. The safety and well-being of both children and staff are our key consideration when weighing up whether to remain open or whether to close. We have to consider whether staff are able to travel to work safely and whether playgroup is accessible to parents dropping their children off. Not all of our members of staff live in Banbury: some live in neighbouring villages where travel will be more difficult. Playgroup can only remain open if the satisfactory staff/child ratios can still be maintained. This is a requirement of Ofsted.

A decision on whether to remain open or to close will be made by the Playgroup Manager. If we are forced to close, we will send a text message to the parents of affected children and a notification will be posted on St. Mary's Playgroup Facebook page.

If you are unsure whether St. Mary's Playgroup is open or not, you can contact us via the playgroup mobile phone number: 07930 122736. The Manager will have this phone at home, and it will be left switched on.

If we remain open, it is possible we may need to close early if the weather worsens to ensure that staff and children are able to get home safely. In this instance, we will contact you by phone as soon as possible to give you time to arrange for early collection of your children.

Refunds (in the event of closure due to snow):

Our committee recently voted to adopt a refund policy for fee-paying parents/guardians whose children have missed sessions due to the closure of the playgroup because of snow. The policy does not apply to parents/guardians of children who miss funded sessions.

It was decided that we will refund half of the fees for days where we are forced to shut for snow. This will apply for up to 3 days a (school) year. Please note that no refund will be issued if we remain open but close early due to worsening weather.

Refunds for fee paying parents/guardians affected by closure due to snow will be credited on to their next term's invoice.

Approved date: October 2025

Review date: October 2026