

## Inverbrothock Out of School Care Club

Charity Number: SC030097

### Closure policy

At Inverbrothock Out of School Care Club we operate a Closure policy. We have put this policy into place because the club may have to close from time to time due to circumstances out with our control. In the event of sudden closure, the following procedures will be followed:

- a. If for any reason the club must close, then we will give parents as much notice as possible to inform them of our closure so that they can make alternative arrangements.
- b. If the school is closed during the day and the children are sent home from school, then parents must assume that the club will also be closed on that day and will remain closed until the school is re-opened.
- c. If for any reason the club is closed, and you are unsure of our reopening arrangements then please call the mobile telephone where you will be informed by the manager of the club's situation and when it will re-open.
- d. In the event of closure, you will not be charged for a space and the space will be kept open should you wish to keep your regular placement.
- e. In the event of closure staff will initially work from home doing research for projects and reading relevant publications. The manager will co-ordinate this.
- f. The manager will still be available to contact by email or phone:

[inverbrothock@aoosc.com](mailto:inverbrothock@aoosc.com)

Tel: 07908136252

Please be assured that during a closure we will keep you up to date with any information we have.

The above policy is approved and hereby adopted by the IOOSCC Committee

Updated February 2023.