



Staffing Levels Policy

The Close Nursery School is committed to complying with the staffing levels as laid down by the governing body, OFSTED. We pride ourselves in having a high teacher to pupil ratio and that we will make every endeavour to maintain such ratios throughout each session.

The owners and the Nursery Manager are responsible for ensuring these ratios are maintained. At the beginning of each term the staff rota will be drawn up ensuring that suitable and adequate cover is available for all sessions including lunch times.

It is the responsibility of each staff member to notify the Nursery Manager as soon as possible if they are not going to be able to attend any session so that emergency cover can be arranged. An emergency cover list will be drawn up so that if at any time a staff member cannot be present then a suitable replacement can be found.

It is The Close Nursery School policy that where possible we will not send pupils home, but that every effort will be made to cover absenteeism, with another suitable staff member.

A full list of staff details, including a full list of staff phone numbers, next of kin details and contact numbers, is held in the Nursery office.

Note

As part of their contract of employment, staff cannot normally take holiday during school term time, unless it is with the express and prior agreement of the Nursery Manager, and that suitable and adequate cover is sought by that employee in advance.