



November 2017

Dear Parents/Carers

Emergency Closure Procedures

In the event of severe weather and the school is unable to be open, please be aware that the following procedures will be followed:

1. The school will notify the Everbridge School Notification system and, if you are registered with this system, you will receive notification. (To register for this please click on the link on the schools website home page or via <https://member.everbridge.net/index/892807736725489>).

In addition to registering your own email address and/or mobile number, you can also include the contact details of a second person to also receive the messages. If you have children at more than one Herts school you can register for all the schools in a single registration.

Once you have signed up, you will receive all OPEN/CLOSED severe weather notifications from the school. These will come as a text from an unknown number and/or an email according to the preferences you select during registration

2. Local radio stations will be informed i.e.
 - BBC 3 Counties Radio (103.8 FM)
 - Heart 103 Cambridge;
3. Send a School Groupcall text to your mobile;
4. Place an emergency message on the school website

As you will appreciate, the safety of staff and pupils is paramount and often the decision to close the school is taken based on the number of staff who can safely travel to school affecting staff to pupil ratio.

If severe weather hits during the day when children are already in school, you will be contacted as soon as possible. To this end, please ensure your mobile phone is switched on.

Children will remain in school until you, or a named person, agreed by you, is able to collect them. Alternatively, that you have informed us that they can make their own way either to home or to another designated address. Local radio stations will be informed and a message will be put on the school website. The office phone will be reserved for incoming calls only.

Yours sincerely

Mrs L Rawlings
Headteacher