

1<sup>st</sup> December 2020

Dear Parents and Carers,

**We have been told that snow is forecast for Friday! So just in case ..... PLEASE be prepared and sign up to the 'Everbridge' system as detailed below.**

Hertfordshire County Council use a notification system, known as 'Everbridge', to inform parents of school closures during severe weather or in an emergency. The decision as to whether or not to stay open during bad weather is never an easy one to make and depends on a number of factors:

- Are there enough staff in school to adequately supervise the children?
- Is the school warm enough, will it remain so and is it safe for the children and staff to be here?

**Please DO NOT BLOCK the telephone line** to ask if we are open. Staff make every effort to get into school and they will be trying to phone in to let us know how far away they are. If we do not hear from staff with their expected time of arrival, then we will have to close the school, as it is important that we have the correct adult to child ratios.

Sign up for the Everbridge notification system, by following the link below, and you will receive a direct message from them letting you know if we are open or closed.

<https://member.everbridge.net/index/892807736725489#/login>

This link will take you to the **"Sign Up"** page where you can click on the **"sign up"** button located at the top right hand side of the page on the grey strip and from there follow the instructions. It should take no more than 5 minutes to register and you can edit your information should it change at any time.

Each contact can register up to 2 devices for each communication type (SMS and e-mail).

If you have children at more than one school, you can register for each school in a single registration process by selecting all schools your children attend.

Once registered, you will receive messages direct from Everbridge relating to the status of your school/schools. This system will be used in conjunction with Wisepay already used in school.

**Please sign up now, just in case we get any bad weather and then you will be prepared.**

Yours sincerely,



B. Jackson  
Headteacher