



Headteacher: Mr M Warren

11th January 2017

Dear Parents/Guardians,

Adverse Weather Conditions

As you will be aware from local and national weather reports, there is a risk of snow over the next few days. Where possible, we will seek to keep the school open. However, owing to the distance that a number of students and staff have to travel, and their mode of transport, it will not always be possible to do this. If we take the decision to close the school before the day starts, we will inform parents via information on the **school website**. You will also receive an SMS or email if you have signed up to the **Everbridge School Closure Notification System**.

To receive these messages by SMS or email, parents need to register at the following link: <https://member.everbridge.net/index/892807736725489>. This link will direct you to the “**Sign Up**” page where you should 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 at any time should you change your mobile number or email address. Each contact within the system can have 2 devices added for each communication type if they wish to – this means that in addition to adding your own mobile number and email address, you could include the mobile number and email address of a partner or a grandparent in your registration process. They too would then receive any messages in relation to the school’s closure. Alternatively, interested parties could register themselves separately. If you have children at more than one school you can register for those schools too in a single registration process by selecting all schools at which you have children. Once signed up you will receive messages relating to the status of your child’s school.

If you experience problems following registration with the new Everbridge **School Closure Notification System**, please contact the Everbridge Service Desk, Tel: 0800-098-8273 or Email:support@everbridge.com.

Please be advised that any decision taken about school closure is based on the safety of students and staff.

Yours sincerely,

Matt Warren
Headteacher