



Heath Lane Nursery School
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Headteacher: Mrs Hayley Yendell

16th December 2019

Dear Parents and Carers,

I would like to draw your attention to the procedure for parents/carers, for checking if the school is open or closed, in the eventuality that we have snow.

We make every effort to keep the nursery open, but safety for children and staff is paramount.

If the decision is made to close the nursery due to snow or severe weather conditions please check our facebook page and our website www.heathlane.herts.sch.uk

We will also email all parents via the Schoolcomms system, so you must ensure that you are signed up and keep the app active at all times.

Everbridge

You can sign up to receive emergency messages relating to school closures. To receive our school's emergency messages you will need to go to the following link and sign up:

member.everbridge.net/index/892807736725489

This link will direct you to the “**Sign Up**” page where you will need to click on the “**sign up**” button located at the top right hand side of the page on the black 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 within the system can have 2 devices added for each communication type if they wish to add more than one – this means that in addition to adding their own mobile number and email address, they could include the mobile number and email address of a partner or a grandparent in their registration process. They too would then receive any messages in relation to your school's closure. Alternatively, interested parties could register themselves separately.

If you have children at more than one school then you can register for those schools too in a single registration process by selecting the schools they have children at. Once signed up you will receive messages relating to the status of their child's school.

We will also be using the local radio stations ‘Snowline’ to inform parents

Heart FM Radio 97.6FM 828AM

BBC Three Counties Radio 103.8FM/ 95.5FM or 630MW/ 1161MW

Children are not marked as absent or late on snow days because of the travel difficulties.

With kind regards,

Hayley Yendell

Headteacher