

The GRENEWAY Middle School



The Greneway Middle School
Garden Walk, Royston, Hertfordshire SG8 7JF

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Headteacher: Mrs.Laura Rawlings MEd.

29th November 2016

Dear Parents/Carers

We wish to keep you informed of any events which may result in school closure. For example, in the event of extreme weather conditions it may be necessary for the school to close. A School Closure Notification system is used across the county to alert you to school closure.

From 1st December 2016 Hertfordshire's system requires parents to register their contact details to receive SMS and emails.

To sign up, parents / carers will need to access the below link: 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 their 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 a parent / carer has children at more than one school they can register for those schools too in a single registration process by selecting all schools they have children at.

Once signed up you will receive messages relating to the status of your child's school.

Greneway School will also continue to use:

- Groupcall SMS and emails
- Notification via School website
- BBC 3 Counties (103.8FM)

As you will appreciate, the safety of staff and pupils is paramount and the decision to close a school is never taken lightly. For example, in extreme weather, the decision to close is taken based on the number of staff who can safely travel to school affecting staff to pupil ratio.

If you have any questions about the registration process, please contact the school office. These systems aim to ensure you are kept informed effectively and we thank you for your support.

Yours sincerely

Mrs L Rawlings
Headteacher

To; Greneway School Office, Garden Walk, Royston, Herts SG8 7JF

We/I confirm that we/I have registered for the new **School Closure Notification System**

Pupils Name..... Form.....

Pupils Name..... Form.....

Pupils Name..... Form.....

Signed..... Date.....

