

ZJL/ES.622

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24 November 2015

Headteacher: Miss Z J Linington

Dear Parents/Carers

EMERGENCY PROCEDURES

If we suffer severe weather and are unable to open the school we will put the following procedures in to practise:

1. you can check the Herts CC website at www.hertsdirect.org;
2. contact local radio stations:
 - BBC 3 Counties Radio (103.8 fm)
 - Heart 103 Cambridge;
3. a notice will be put out at the front of school.

Provided school can be accessed by a member of the School Leadership or Admin Teams:

4. a text will be sent to your mobile;
5. an answer phone message will be placed on the normal office line (01763) 241555;
6. an emergency message will be placed on the school website www.roysia.herts.sch.uk.

So if you are not easily able to check for a notice outside the school, stay in, tune in, 'phone in or log on!

If severe weather hits during the day when children are already at school and many of you will be out at work, we will contact you as soon as possible. To this end please ensure your mobile phone is switched on in the event of severe weather as we will text you.

We will not send any children out of school until we have your permission to do so. We will keep children here in school until you are able to collect them, arrange for them to be collected or have informed us that they can make their own way either to home or to another designated address. Please check your child's planner on page 5 to see the permissions you have already granted. Local radio stations will be informed and a message will be put on the school website. The office phone line will be reserved for incoming calls only - since it is likely to be busy, please keep trying.

Yours faithfully

Z J Linington
Headteacher