

LR/KJ/ES.622

Head teacher Mrs L Rawlings

17 January 2017

Dear Parents/Carers

## EMERGENCY PROCEDURES

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.

If we are unable to open the school we will put the following procedures into practise:

The county-wide Everbridge School Notification system will be used. If you are registered you will receive text/e-mail notification. ***If you would like to register, please click on link on home page of the school web site.***

Roysia School will also endeavour to use:

- BBC 3 Counties Radio (103.8 FM);
- A text sent to your mobile;
- Notification on the school website [www.roysia.herts.sch.uk](http://www.roysia.herts.sch.uk);
- A notice on the message board at the front of school.

If severe weather occurs during the day when children are already at school, we will contact you as soon as possible. Please ensure your mobile phone is switched on. Children will not be sent home until we have your permission to do so. They will be kept 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. The office phone line will be reserved for incoming calls only - since it is likely to be busy, please keep trying.

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

These systems aim to ensure you are kept informed effectively and we thank you for your support.

Yours sincerely



L Rawlings  
Headteacher