



CUNNINGHAM HILL INFANT SCHOOL

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Headteacher: Miss Katherine Cooper

Dear Parents and Carers,

Everbridge Schools Closure Notification System

The Hertfordshire County Council, Closure Notification System (CNS) will be used by Cunningham Hill Infant School to let you know if the school may need to close, (including severe weather or during a public emergency). Once registered any school closure notification will be sent to your mobile via text message or the email address you have entered on the system. Please follow the link below and join the system or if you have previously joined please log in to check your details. This system will push out any closure notifications directly to you via text message and/or email.

<https://member.everbridge.net/index/892807736725489#/signup>

This link will direct you to the home page, choose the 'sign up' button located at the top right of the page on the grey strip and from there follow instructions, it should take less than 5 minutes to register and you can edit your information at any time including if you change your mobile number or email address (we will not be able to do this on your behalf).

The school will not be aware of the details you have entered and in the event of requiring a password reminder you will need to contact Everbridge from the above link. Each contact person can have two devices added for each communication type, this means that in addition to adding your own mobile number and/or email address, you could include details for a partner or someone else as appropriate who would also receive messages in relation to the schools closure – alternatively interested parties may register themselves separately.

The telephone number Everbridge will use to text has been advised as +44 7860 022148, this could be added to your contacts list. In addition to the above system the school will endeavour to place a closure notification on the school website home page as soon as possible after a decision has been taken. We would ask you to please use the above communications and not telephone the school in the event of bad weather. As we are able to access these systems remotely, school staffing resources will be redirected accordingly to advise of closure as quickly as possible with telephones possibly not being answered.

Notification of closure may also be found:

<http://www.hertsdirect.org/services/edlearn/schlfe/schoolclose/>

The notification will also be automatically forwarded to local radio stations;

BBC Three Counties Radio 103.8fm, 90.4fm, 630mw/1161mw

Heart 101.7 Essex for Harlow (cover includes Cheshunt)

Where possible we will make a decision and notify you the night before closure.

Parents/carers should check from the above options - if they do not say the school is closed then it will be OPEN and we will expect pupils to attend as normal.

WE WILL ONLY CLOSE THE SCHOOL IF: we are unable to get enough teaching staff into school to teach the children in a safe environment or if it is advised from County.

WE WILL OPEN unless the weather is particularly severe. However, it may be that some staff and children will have difficulty accessing school for 8.55am, so we will operate a flexible opening time from 08.55 – 10.00. Children arriving by 10.00 am will not be marked as “late” or “absent” in the register and on reports. You will need to decide whether it is safe and practical to get your child to and from school. However, if you feel it is unsafe please contact the school to report the absence by 10.00 am. We would ask that the children bring wellies or snow boots as a change of shoes, as well as a warm coat, gloves and ‘play trousers’ such as tracksuit bottoms, waterproof trousers or salopettes – we would like to make sure the children can have fun playing in the snow, without being uncomfortable afterwards.

END OF SCHOOL: We would ask that parents collect their children at 2.20pm on these severe weather days, where there is the strong likelihood that with the temperature drop, roads will freeze over. The decision on early closing will be sent through the Everbridge notification system and school website by 12pm on the day and we will also send a text and put a message on the school website. We would ask that parents and carers make every endeavour to collect children by this time but where parents are unavoidably delayed the children will of course be supervised.

THERE WILL BE NO AFTER SCHOOL CLUB ON THE DAYS THAT WE FINISH EARLY.

SCHOOL LUNCHES: in the event of very bad weather, we are unable to guarantee that we can provide the pre-advertised lunch menu. However, the staff will provide all children who normally have school dinners with a suitable meal.

Yours sincerely,

Katherine Cooper
Headteacher