



HOW WOOD PRIMARY SCHOOL

ESTABLISHED 1968

Head Teacher: Mrs C Rowe

23rd September 2016

Important please keep safely

Re: Parent Hotline/Severe Weather arrangements.

Dear Parent/Carer

I thought it would be helpful to remind all families of our procedures in the event of a school closure due to severe weather. We will endeavour to post messages by 8am. However, this will be dependent upon weather conditions on the day.

Please note that parents should use the Parent Hotline as the **first method** of finding out about any planned or unplanned closures.

What parents need to do in the event of severe weather.

- Step one-Parents should call this number. Parent Hotline Number: 08447 70 75 76*
- Step two- It will then prompt you to enter our School ID number which is 44362. (Please note if the automated announcement asks you to press 3 for the office, this means a decision has not yet been made. Please do not press 3 but call back after 5-10 minutes.)
- Step three- You will then hear a recorded message left by the school, outlining details of whether the school is open or closed.

After the message from the school is heard, the automated message service will ask you to press 3 to go through to the school office. **You do not need to do this.**

I would fully appreciate the support of all parents in using the Parent Hotline as it is intended to ensure you are kept up to date and experience minimal disruption. It is the responsibility of all parents to use the service to keep informed.

What happens if the weather changes during the day and the school needs to close early?

We will endeavour to keep the Parent Hotline updated with messages throughout the day. Please use the hotline for updates.

How else can I keep up to date?

In addition to the Parent Hotline, we will endeavour to post messages using the methods below.

- School Website- We will do our best to post a message on the school website to keep you fully informed about whether the school is open or closed: www.howwood.herts.sch.uk. Please be aware that if a message does not appear you **should call the Parent Hotline number**.
- Local authority Website- A message will appear on www.hertsdirect.org informing you about whether the school is open or closed.
- Local Radio Station- We will send a message to the local radio station (Three Counties) informing you about whether the school is open or closed.

I can assure you that making the decision to close the school will not be taken lightly. Any decision to close the school will be made in the interests of safeguarding all children and staff. As a team at How Wood we will endeavour to do our best to keep the school open, as long as we do not compromise the safety of children or staff.

Please can all parents keep this number stored in their mobile phone at all times for future reference.

<p><u>Parent Hotline</u></p> <p>How Wood School</p> <p>Parent Hotline Number: 08447 70 75 76*</p> <p>School ID: 44362</p>	
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Yours sincerely

Mrs C Rowe
Head Teacher

*Calls to the Parent Mail are charged at 5p per minute at all times. Mobile rates may vary.