



November 2016

Data Check and Emergency Closure

Dear parents/carers

Data Collection Sheet

Enclosed with this letter is a Data Collection Sheet. This sheet should be checked, amended (where necessary) and returned to school by **Wednesday 16 November**. Schools are now required by the DfE to ask parents for two new items this year: country of birth and nationality. Completing these is preferred, but optional.

Groupcall – text messaging/email

Groupcall is the system we use to contact parents using text messaging and/or email. For environmental and efficiency reasons most of our communications with you will be by email. Please ensure that we have your current email address and mobile phone number on record and that you inform us of any changes. Nothing can replace a telephone call when it is needed, so text messaging will only be used in appropriate situations. Examples of this might be:

- Changes to school meetings or events
- Cancellation of after school activities
- Class trip reminders
- School closures of any kind
- Unexplained pupil absence from school

The mobile number shown for the first contact on the Data Collection Sheet will be the number used. Please confirm which member of the family this belongs to.

Emergency Closure

There are some situations when we may not be able to use Groupcall to contact you, which may include unexpected school closure due to bad weather and a power cut affecting the school's telephone and computer systems.

In the case of **early closure** we will use Groupcall if it is available. It is usual at this time of year for the school to ask parents/carers to consider emergency arrangements for their child should we have to shut the school early. In an emergency we expect children to be collected from school, but if you work away from Berkhamsted this may be difficult for you. If you are able to make alternative arrangements, it is important that we are told to whom we should dismiss your child. For pupils for whom no instructions are given or whose contact details are out of date, temporary alternative provision will be made either in school or in a neighbouring school, depending on the emergency, until contact with parents is made. We will update our website with information if circumstances allow.

If the school is **unable to open**, we will attempt to alert you via Groupcall and we will put information on our website as early as possible. Information on school closures can be obtained from Hertfordshire County Council's website at <http://www.hertfordshire.gov/services/edlearn/schlfe/schoolclose/> and details will also be passed to BBC 3 Counties Radio on 103.8FM and 630AM.

Please ensure that the Data Collection Sheet is returned to school by Wednesday 16 November.

Thank you.

Yours sincerely

Mr R Halls
Headteacher