



21 November 2016

Dear parent/carer

Hertfordshire's new Schools Closure Notification System (CNS): Parent/Carer Registration

We wrote to you recently regarding our procedure for closing the school, for example if we were to have heavy snow.

From December 2016, Hertfordshire is starting a new Schools Closure Notification System (CNS). The key difference is that parents/carers must register with the system in order to receive CNS messages sent by the school. Once registered, messages will be delivered direct to you by SMS (text) and/or email rather than you having to go and look at the schools' emergency closure information page on Hertfordshire's website.

Use this link to register: <https://member.everbridge.net/index/892807736725489>

You will land on the "Sign Up" page where you should click on the "sign up" button located at the top right hand side of the page on the grey strip. From there, follow the instructions. It should take no more than five minutes to register. Should you change your mobile number or email address, you can edit your information at any time to ensure you receive CNS messages.

Each contact within the system can have two devices added for each communication type if you wish – this means that in addition to adding your own mobile number and email address, you could include the mobile number and email address of a partner or relative in your registration process. They too would then receive any messages in relation to our school's closure. Alternatively, other people can register themselves separately.

If you have children at more than one school, you can register for those schools too in a single registration process by selecting all schools at which you have children.

Please note: this messaging system only applies to notifications of school emergency closure and does not in any way replace our usual GroupCall messaging system.

If you require any assistance in signing up, please contact us.

Yours sincerely

Mr R Halls
Headteacher