

HERTFORDSHIRE COUNTY COUNCIL

Headteacher
Mrs S Stace

Tel: (01442) 862729
Fax: (01442) 874467
e-mail: admin@westfieldprimary.herts.sch.uk
www.westfieldprimary.herts.sch.uk



Westfield Primary School
& Nursery
Durrants Lane
Berkhamsted
Herts. HP4 3PJ

22nd November 2016

Dear Parents and Carers

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

In the event of severe weather or other unforeseen circumstances, it may be necessary to close the school.

In order to ensure parents and carers are informed as quickly as possible, Hertfordshire is setting up a new Schools Closure Notification System (CNS) from December 2016. 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.

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

This will take you to 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 5 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 text/email messaging system.

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

Yours sincerely

Suzanne Stace
Headteacher

