



WOODFIELD SCHOOL

Malmes Croft, Leverstock Green
Hemel Hempstead, Hertfordshire, HP3 8RL
Telephone: 01442 253476 Fax: 01442 232619

Email: admin@woodfield.herts.sch.uk
Website: www.woodfield.herts.sch.uk

Headteacher:
Mrs Gill Waceba

Ref: SB19.187

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Dear Parents and Carers,

We are writing to advise you of our procedures if we need to close school due to severe winter weather conditions. If the weather conditions deteriorate during the evening or overnight we will make a decision as early as possible in order to give you as much notice as we can. You will be notified by text via Parentmail and an email; plus a message will be put on the front page of our website. School closure information will also be available on local radio.

We will also be liaising with home/school transport when making decisions about school closure due to bad weather as they themselves may make the decision not to send their buses out.

Should we need to close school during the school day due to deteriorating weather conditions we will liaise with transport to organise getting the buses to come and pick the children up early. If your son/daughter does not use HCC transport you will need to come and pick your child up if we are closing school. We will contact all parents via Parentmail with a text asking you to call school. We will ensure we keep the main phone line open for return calls. After 15 minutes we will then start making phone calls to those parents we have not heard from so that we make sure we have made contact with all parents.

If you have changed your email address and/or mobile phone number and haven't let school know, please advise us of the new information as soon as possible. The content of this letter has today been sent by email and if you did not receive it, please check with school that we have your correct email address.

Whilst we hope we don't have disruptive snow this year please make sure you have appropriate emergency arrangements in place should we need to close school in an emergency.

Yours sincerely,

Gill Waceba
Headteacher

