



# Batchwood School

make every day count

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Dear Parents and Carers

As we are now approaching our cold weather season, we would like to take this opportunity to advise you of Batchwood School procedures, in the event of a school closure.

All parents and carers are advised to check the Hertsdirect.org website for school closures, alongside the Batchwood website: [www.batchwood.herts.sch.uk](http://www.batchwood.herts.sch.uk)

If a decision is taken to close the school, we will advise all parents and carers through the parentmail, texting to mobile phones. In addition we will follow up with a phone call.

If bad weather is forecast, please ensure you check your mobile phones in the mornings prior to school transport pick up. This system will also be used for updates as to when the school will re-open.

School transport will be advised of school closure, so it is not necessary for you to contact your taxi company.

Local radio stations will also be advised of school closures and will announce closure and any updates throughout the day.

A sign will also be placed on the School front gate advising of closure.

Wherever possible we will endeavor to make the decision to close the School the day before and notify you accordingly. There will, however, be occasions where this will not be possible and we will have to make a decision early in the morning.

We sincerely hope the weather will not force School closures this winter, and appreciate your continued support if this is deemed necessary.

Best regards

School Office