

2 February 2012

Dear Parent/Carer

Emergency School Closure

We hope that the school will not need to be closed because of severe weather conditions, but we need to inform you of the arrangements that we have put into place should such a situation occur.

News of any school closure will be made available to parents via the school website www.birchwood.herts.sch.uk or the Hertfordshire County Council website www.hertsdirect.org and parents with an email address will be informed via Schoolcomms. If a decision is made to close the school a message will be posted onto the school website from 7.30 am. This message will be updated on a daily basis until the school re-opens. For those without access to the internet the local radio stations will also be advised of any school closures and they will make frequent announcements throughout the early morning show, a notice will also be posted on the school gates. Unfortunately we are unable to alter the message on our switchboard so please do not try and call the school directly.

If you have any queries about the above in the meantime please do not hesitate to contact me on the number below.

Yours sincerely



Lee Bothwell (Mrs)
Office Manager