

Dear Parent/Carer,

I hope you are well.

I thought it would also be useful to include the information on snow procedures as we are moving into the time of year associated with unpredictable weather conditions.

Snow Procedures

The decision as to whether the school will be open is made on a day to day basis and communicated to staff using the following methods:

- www.hertsdirect.org
- www.westfield.herts.sch.uk
- Telephone message 01923 231560
- Radio stations

Heart (96.6) Hertfordshire

Heart Radio (97.6) Home Counties

BBC Three Counties Radio (103.8 FM / 92.1 FM or 630 MW / 1161 MW)

BBC Radio Cambridgeshire (96FM)

BOB FM (106.7 106.9FM)

Radio Verulam 92.6

Parents/students are advised to check these before setting out to school. For those setting out before 7.00am I would suggest you ring the school's absence line on 01923 651048 to confirm status. Although we endeavour to make a decision before 6.30am we are reliant upon obtaining internet access to be able to update the website and telephone system, so there may be some delay. Wherever possible we will also try to ensure messages/updates go out on our Facebook page and twitter feed.

Unless the snow is very heavy, the most likely decision will be that the school will open at **8.40 a.m.** giving staff and students the time to make their way to school with minimum risk. When you arrive please ensure that you sign in promptly at Reception, so that we can ascertain staff/pupil ratio and plan accordingly.

During the day, we will monitor the weather very closely and if we feel the situation is deteriorating then a decision may be made to close the school early to ensure staff and students safety.

I would like to wish both you and your family/families a happy Christmas and a prosperous 2019.

Best wishes

Tim Body
Headteacher

