

Severe Weather or Critical Incident Plan

This note is guidance on what to do in the event of severe weather or a critical incident.



Woodfield School is registered with Parent Hotline and information will be left on this answering service for any type of school closure. Parents, carers and transport providers should ring this service to receive the message and any up-dates on continued closure(s) and return to school.



The Parent Hotline telephone number is 08447 707576 and Woodfield School's ID number is 75807

Please do **not** telephone school as you will only hear the “usual” voice message. Also, if the weather is particularly bad, staff will not be in school to answer individual queries.

You can also:

- Listen to the morning broadcasts on any of the following radio stations who have agreed to pass on information to their listeners if schools are to close at very short notice:
 - Heart FM (97.6FM and 828 MW)
 - Herts Mercury (96.6 FM)
 - BBC Three Counties Radio (103.8 FM/95.5 FM or 630 MW/1151 MW)
 - Mix 96 (96.2 FM)
- Use the www.radio-now.co.uk/nhome.htm website click on Hertfordshire and go to whichever radio station and follow the local news prompts – school closures are sometimes listed on these sites.
- Check with our school website on www.woodfield.herts.sch.uk where we will have left a message advising everyone of the school closure. This message will be regularly updated. We will also send emails to parents and carers whose email addresses we have, advising of the closures and any up-dates. If you would like to register with us to receive these emails, please email us on admin@woodfield.herts.sch.uk with your name and the heading “register severe weather or critical incident” so we can add your address to our database.

Let's hope we don't have to put our plans into action – but it's best to be prepared!