

Ysgol Uwchradd Argoed
Bryn-y-Baal
Yr Wyddgrug
Sir y Fflint, CH7 6RY

Ffôn: 01352 756414
Ffacs: 01352 750798



Argoed High School
Bryn-y-Baal
Mold
Flintshire, CH7 6RY

Tel: 01352 756414
Fax: 01352 750798

Prifathro Mrs D Spence MA, NPQH Headteacher
e-mail: argoed_high_school@flintshire.gov.uk

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Dear Parent/Guardian

RE: EMERGENCY SCHOOL CLOSURE NOTIFICATION

Please see overleaf details of Flintshire County Council's Emergency School Closure Notification Procedure for Flintshire Schools.

We strongly recommend that parents/guardians take advantage of the opportunity to **register their details on the Flintshire County Council Website**, to enable notification of school closures as soon as they have been logged by the school.

Can we also take this opportunity to remind parents/guardians, who have not already provided a current e-mail address to school, to do so as soon as possible. We will be using this facility increasingly in the future, reducing the need to send out information by paper copy, therefore, it is vital for parents to provide a current e-mail address to ensure they do not miss out on important information and events.

Yours faithfully

Mrs D Spence
Headteacher

Please see overleaf

IMPORTANT PARENT/GUARDIAN/PUPIL INFORMATION



EMERGENCY SCHOOL CLOSURE NOTIFICATION PROCEDURE FOR FLINTSHIRE SCHOOLS UPDATED NOVEMBER 2012.

Parents/guardians and pupils who are able to access the internet from home.

Flintshire County Council reviewed the procedure for notifying parents/guardians and pupils when schools need to close at short notice due to adverse weather conditions or other emergencies, such as a gas leak etc. A procedure was developed to enable head teachers or nominated back up staff to enter emergency/unplanned school closure details directly onto the Flintshire Website at their earliest convenience via internet access.

This ensures speed and accuracy of information, by having all emergency school closure notices in the one place. Parents etc. can then check the one source for all schools closed, especially where siblings are attending different schools. **(Please note schools may still use their own method also for supplying closure information i.e. School Website, Schools Call Voice mail service etc.)**

In order to find the Flintshire County Council webpage in times of severe weather emergencies etc. that could affect schools opening, please visit the website Home page www.flintshire.gov.uk This will have 'Emergency School Closure Alerts' section at the top right of the page. By clicking on this will direct you straight to the webpage with the full information details entered by the head teacher or the nominated back up staff. www.flintshire.gov.uk/schoolclosures

Next to each school click on the small icons to expand and minimise the additional information  

This new procedure will also automatically update the Council's Twitter www.twitter.com/flintshirecc to help provide another channel for notification of school closures.

Please Note: At **5.00PM** each day the information on the school closure website page will be deleted automatically. Head teachers from **5.30PM** onwards, can then enter the next day's information regarding closure, if known in advance. Otherwise any new closure information will be entered early the following morning.

Parents/guardians and pupils who are unable to access the internet at home.

a) Local radio stations will be advised to check the Flintshire web site for the latest information and they can then broadcast it accordingly. So those without internet access should listen to Radio Wales or Heart FM to find out the latest information.

b) For the Flintshire schools that have signed up to use Schools Call voice message facility, parents/guardians and pupils can phone the contact number supplied by Schools Call for the school, in order to listen to the message recorded by the school.

c) Or alternatively refer to schools own procedures for notifying parents without internet access.

Additional: Email notification to parents/guardians/pupils

Flintshire County Council has set up additional assistance to parents/guardians/pupils who may wish to be notified by email of any school closures as soon as they are logged by the school on the Flintshire County Council website. To receive school closure email notification you will need to register your details and which schools you wish to be notified of on the below webpage.

<http://www.flintshire.gov.uk/schoolclosuresregistration>

At the end of each school year an email containing a link will be sent to all parents/guardians etc who have registered to ask if wish to remain registered to receive emails for the following school year. All parents/guardians who do not respond via the link (by the confirmed date) will have their details automatically removed.

School Transport – Bad Weather

If your child/children are entitled to Free School Transport please refer to the School Transport webpage for information regarding bad weather conditions. Please visit www.flintshire.gov.uk/schooltransport or phone Flintshire's School Transport Team on 01352 702511/704543.

For more information or help regarding the above, please contact Flintshire County Council's Directorate Improvement Unit on 01352 704261.