Communication of Closure for Parents/Carers

Havering Passenger Transport Service usually advise the school if they are able to transport the children to school by approximately 7am.   A decision to close the school will then be taken and communicated to parents/carers by 7.15am on the morning of closure. In very particular circumstances it might be possible to take this decision the previous afternoon. The latter action though will raise the chance that any decision taken might be found to be invalid on the following day because of changes to local conditions. Parents should be aware that they may need to collect their children during the day if the school cannot maintain adequate staffing, including medically trained staff, to keep pupils safe.

Closure will be notified via the Open Check link on the school website and messaging via AutoText and the ParentComms app.

Methods of obtaining information on school closure:

1. Parents and Carers are asked to first check the school website **www.corbetsteyschool.org.uk** and use the **Adverse Weather Notices** link at the top right of the screen, as we will post information here when available.

2. If parents do not have access to the Internet, they are asked to try to obtain contact details of someone who can check this for them.

3. The Open Check notification will be automatically sent to everyone who has a free smartphone app called **ParentComms** installed and registered to their mobile phone. Parents are asked to install this app on their phones and register their mobile number. To receive alerts about school closures, select **Open Check** from the menu and subscribed to **Havering** and then to **Corbets Tey School** from the drop down lists. Any changes to the Open Check message will then appear on registered mobile phones, as soon they are uploaded to the school website.

4. The school will also use a service called **AutoText** to send text messages to parent/carer contact numbers that have been supplied to the school. This service will ensure that a text is sent to the first main contact to advise them that the school is closed. If this person has the **ParentComms** App installed on their phone and has assigned their mobile number to the app, this message will appear as a notification via the app at no cost to the school.

NB Full instructions for registering on the **ParentComms** App this are detailed on the next page.

Open Check via Parent Comms App

If you would like to receive whole school alerts to tell you, for example, that the school has had to be closed due to extreme weather, you will need to install a free app called **ParentComms** on your mobile phone.

First install the app (you will need to have created an **Apple ID** to be able to do this)

1. Go to the App Store
2. Search for **Parent Comms**
3. Install in the usual way
4. Subscribe to **Havering** and **Corbets Tey School** via the Open Check menu option. You will begin to get any **Open Check** alerts about school closures through this app.
5. Register your mobile number (as below) on the Account menu option, you will be able to receive information messages from the school.
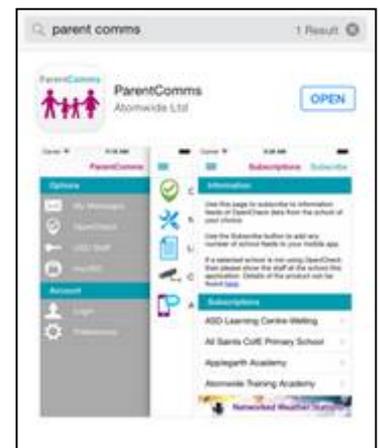
Auto Text Communication System

We use a communication system called **AutoText**. **AutoText** allows us to keep you up-to-date with any important information about your child, any class, group or whole school information via your mobile phone or by email. From time to time, the school may send you text messages through **AutoText.** This uses the contact information that you have already supplied to the school. Each text message costs the school for every text sent, but if you have your mobile phone number associated with the **Parent Comms** app then messages will be received through this and they are free to send. You will need to complete a short set up procedure for this to happen from within the **Parent Comms** app.

1. Select **Login** from the menu	2. Enter mobile number (without the zero)	3. Select **Get Code** button	4. Receive message with validation code	5. Go back into app
6. Select validate code	7. Enter code in box	8. Successful message	9. Now all messages sent via the **AutoText** system can be viewed from My Messages	10. Select validate code