

**Birchfield Community Primary School**  
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Website: [www.birchfieldprimaryschool.co.uk](http://www.birchfieldprimaryschool.co.uk)



Head Teacher: Mr Richard Culham B.Ed Hons

'One school, learning together'

12 December 2011

Dear Parent / Carer

### Text Messaging and School Closure

We are currently looking into the possibility of using text messaging to contact parents/carers in the event of your child not attending school, a club or event has been cancelled or the school has had to close due to unforeseen circumstances.

To ensure this system works successfully we need to ensure that the mobile number for the **first named contact** on your child's record is correct. Please complete the slip attached to confirm the correct first named contacts mobile number. The information below is part of our Privacy Notice that is issued when your child first enrolled at school and explains about the text messaging system.

*The school has a duty of care to all of their pupils and this care comes into being everyday at the start of the school day and whilst the pupil is on school premises. In order to assist with this duty this school has made the decision to use a text messaging service to communicate more easily on a number of subjects involving their children, such as First Day Absence, Emergency Closure, Reminders of Holidays and Events.*

*To inform parents or designated carers of important issues, the Text Messaging Service will send a standard text message to the designated mobile phone number. Apart from the contact telephone number and the pupil's first name, no other personal data will be retained by the Texting Company.*

*If you require any further information please contact the school.*

Regarding **school closure** – in the event of the school having to close due to circumstances beyond our control ie weather conditions, the following procedure is followed:

- The school website's [www.birchfieldprimaryschool.co.uk](http://www.birchfieldprimaryschool.co.uk) home page is updated with news regarding the current situation.
- Local radio stations will broadcast which schools are closed:

BBC Somerset	95.5FM / 1566 MHz
Heart FM	97.1FM / 102.6 FM
Midwest Radio	96.6FM / 97.4FM / 105.6FM / 106.6FM



- A message will be left on the school ansaphone giving closure details.

If you have any questions please do not hesitate to contact me.

Yours sincerely

Richard Culham  
**Head Teacher**

✂ .....

**Text Messaging**

Child's Name: .....

Class: .....

The mobile number for the **first contact** on my child's records is

Name:.....

Mobile Number: .....

Signed: .....

Date: .....