



MEADOWFIELD SCHOOL EMERGENCY CLOSURE INSTRUCTIONS – December 2024

All staff and parents/carers will be sent a Weduc notification and if you have not already signed up to our home/school communication platform, Weduc, please contact the school office, tel. 01795 477788 or office@meadowfield.kent.sch.uk who will be happy to help you and send the necessary registration link.

If the school has to be closed at short notice, e.g. because of bad weather, information will be posted on our school website at: www.meadowfield.kent.sch.uk and our *Official Meadowfield School Facebook page*.

All staff and Parents/Carers should register their email on <http://www.kentclosures.co.uk> and sign up for Alerts.

Please remember if you have already signed up for alerts, check that you have your most recent email/mobile registered. Details on how to register are below.

You can register to receive an email or Push Notification alert if the school is closed as follows:

- Go to <http://www.kentclosures.co.uk>
- Click on the *Register for Alerts* bar and complete the fields
- Remember to tick the *'I accept the terms and conditions of use'* field
- Click on *Register* – a notification will appear advising that a link has been sent to your email.
- Go to your email (this will time out after 1 hour so please action promptly) click on the *Click Here* in the link email and you will be directed back to Kent Closures and asked to sign-in.
- Once you have signed-in you will be directed to the section asking how you would like to be alerted. Type in Meadowfield School in the *name, town or postcode* bar and select Meadowfield School.
- Choose your communication options – you can choose both email and Push Notification.
- If you would like to receive a Push Notification (mobile notification) read the directions clearly displayed on the page, there are clear instruction how to download the Kent Connected App together with a unique notification code to connect your mobile devise to the Kent Connected App all on this alerts page.
- Once you have accessed the App click the menu (3 red bars) and choose Kent Closures - you will be asked to enter the code displayed on the alerts page then click sign-in.
- Once you have completed your alert set-up, click Create New Alert – you will receive a message www.kentclosures.co.uk says *Alert created successfully*.

You can check whether the school is open or closed using the KCC website as follows:

- Go to <http://www.kentclosures.co.uk>
- Register for closure alerts (If you have already registered, please sign-in)
- Once you have registered or signed-in you can check the school status by typing *Meadowfield School* in the blue Search bar and clicking the spy glass.
- The message as to whether the school is Open or Closed will then be displayed.

Announcements will also be made, were possible, on BBC Radio Kent, Heart FM and KMFM.