



**MEADOWFIELD SCHOOL EMERGENCY CLOSURE
INSTRUCTIONS – January 2023**

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 Facebook page.

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.

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 device 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, where possible, on BBC Radio Kent, Heart FM and KMFM.