



October 30, 2009

Dear Parents and Families,

Thetford Academy has adopted the ALERTNOW Notification Service. This new system will allow us to send you telephone and e-mail messages with important information about school closings or emergencies. We anticipate using ALERTNOW to notify you of school delays or cancellations due to inclement weather. On occasion, we may also use it to let you know about changes in scheduled events, such as games or other co-curricular activities. In case of an emergency at school, this system will allow us to inform you immediately.

We have used contact information from student registration forms to set up the system. If for any reason you wish an email address or telephone number deleted from ALERTNOW, please notify our main office: 802-785-4805 extension 201.

**What you need to know about receiving calls sent through ALERTNOW**

- Caller ID will display the school's main number when general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.
- ALERTNOW will leave a message on any answering machine or voicemail.
- If the ALERTNOW message stops playing, press any key 1-9 and the message will replay from the beginning.

We will no longer use the former "telephone tree" system of calls through advisory groups. When there is a school cancellation or delay, we will still post information on the Vermont Broadcasters System for radio and television notices. In case of a power outage that prevents email notification, the ALERTNOW system should still provide phone notification.

We enclose a set of Frequently Asked Questions for your reference, and will also post this information on our website under the Communication link: [www.thetfordacademy.org](http://www.thetfordacademy.org).

We expect this new notification service will provide faster, more complete, and more reliable communication than ever before. We look forward to those benefits.

Best regards,,

Martha Jane Rich, Head of School

David N. McGinn, Assistant Head of School