



July 2018

Dear Parent / Carer

As part of our Safeguarding Processes we have developed our emergency protocol in the event of a 'lockdown' procedure. This will be referred to as an Invacuate drill. Students have recently had an assembly regarding this and staff have received training to ensure best practice. The next step is to plan and carry out a drill, which will be reviewed by key members of staff and the governing body. We are hoping for this to take place before the end of the summer term.

When the school choose to instigate this type of emergency protocol, the following will occur:

- 5 bells sound which informs staff and students that 'Invacuate' has started.
- Staff lock the doors to their classroom.
- Students or staff on the corridor go to the nearest lockable room.
- Students in PE lessons should head to the changing rooms.
- Students have been told not to use their mobile phones.
- Once the emergency is over, a member of Senior Team will visit each classroom and inform staff and students that the 'invacuate' procedure has ended.
- A text message will be sent to parents informing them.
- Depending on the incident, the school will resume as normal.

It is important to remember that in the event of a real emergency, the school would not hesitate to inform the emergency services and assume that they would manage the situation with the aim of safeguarding your child.

As well as this, to make sure that we can contact you in an emergency, please make sure that your contact details are up to date with the School Office.

The School's Emergency Protocol Policy can be found on the School website.

Thank you for your continued support. If you wish to discuss this further then please do not hesitate to get in touch.

Yours sincerely,

Mr J Hinchliffe

Assistant Headteacher

Personal Development, Behaviour & Welfare