



28 February 2018

Dear Parents/Carers,

RESPONDING TO AN EMERGENCY ON THE SCHOOL SITE: REHEARSAL OF LOCK DOWN PROCEDURES

For reasons that you will well understand, we have decided to make sure that all of our students are familiar with our planned response to an emergency at the school. Fire drills, of course, remain part of the termly routine, as they have been for many years. It is sensible, however, for us to be prepared for other kinds of emergency and this is why we shall be rehearsing our lockdown procedures next Thursday 8th March

The students will be fully briefed beforehand and will be taken through the raising of the alarm and the planned response step-by-step. At some later date we shall put our procedures to the test with an unannounced exercise.

I am telling you about this now for two reasons. Firstly I want to prepare you for any accounts of the event that you may hear next Thursday evening. Secondly we may have among our students some whose experience makes them especially vulnerable to our planned exercise. If you think that your son or daughter is likely to be distressed as a result of what we are planning, please do make contact through your child's Head of Year.

Yours sincerely,

N. J. Waters
Headteacher