

15th May 2018

To all parents

Dear Parents

Emergency Procedures

We are writing to inform you that in line with statutory guidance we have reviewed our Emergency Procedures.

1. Lockdown Procedure

Our Lockdown Procedure would be used in response to an internal or external incident which could be a threat to the safety of the children and staff in the school.

Our procedure aims to ensure the safety of all pupils and staff, at all times.

In the unlikely event that we have to put this process into action, we would communicate with you through the appropriate channels.

2. Bomb Threat Procedure

In the event of the school receiving a bomb threat or if for any reason we need to move the children off site, during the school day, the fire alarm will sound and the children will be taken from their muster point, off site to the Broughton Pavilion. Parents would be informed, in the first place, by push notification via the school app.

3. In the event of a fire

Further to previous correspondence, please be aware that in the unlikely event that you are in the school building when the fire alarm sounds, please make your way to the lawn in front of the Manor House where everyone will muster.

We will carry out practice drills with the children to ensure that everyone is clear on what they should do.

Yours sincerely

JAMES CANWELL
HEADMASTER