

17th May 2016

To all parents

Dear Parents

Fire Procedure

I am writing to you regarding the action I would like all parents/guardians to take should you be present in the school building in the unlikely event of a fire.

The key times are obviously at the beginning and end of the school day. May I please ask for your co-operation during an evacuation, be it real or not.

Please adhere to the following guidance:

- When the fire alarm sounds no-one is to leave via the main door by reception, unless there is no other alternative.
- Parents/guardians with or without children are to follow a member of staff near to them and assemble at the nearest fire assembly point.

Please find a school plan highlighting the assembly point areas on the reverse of the letter.

It is important that all members of the school community adhere to the fire procedure; this will ensure that staff can manage an incident effectively and keep the children safe.

Thank you for your support and co-operation.

Yours sincerely

JAMES CANWELL
HEADMASTER

Fire Exits & Assembly Points

