

Dear Parent/Carer

You will be aware that we have a set of evacuation procedures in school. These procedures include fire drills, evacuation practice and lock down.

Today we have used our lock down procedure as we have had an incident on site that required an ambulance and a fast response car, both of which arrived during a lesson changeover. The vehicles had to come onto the centre of the school campus and so we needed students to remain in their lessons.

We will always communicate with parents following a lockdown of this kind, unless it was necessary for us to contact you all during a procedure. This enables us to keep the telephone lines clear at reception and prioritise student and staff safety on site.

Our students responded really well to today's lockdown and were a real credit to the school and you, their parents. We are incredibly proud of them.

Yours sincerely,

Mr M Chance