

October 2017

Dear Parent/Carer

The safety and welfare of our students and staff is our highest priority at Park Community School. We regularly practice safety drills throughout the year to remind our students what to do in an emergency. The aims of the training drills are to improve our ability to protect students and allow us to evaluate our emergency operation plans and improve our responses.

This school year we will be conducting a series of emergency lockdown drills and intruder tests and checks. These drills are designed to ensure that students are aware of our safety procedures and to reduce the level of anxiety that could come from a real-life situation should it ever occur.

A lockdown would be initiated when a situation arises that requires isolation (rather than evacuation) of students and staff from an identified threat, such as:

- Aggressive or violent intruder
- Siege/hostage incident
- Local emergency (gas cloud/air pollution)
- Dangerous animal

The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a lockdown drill all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the authorisation is received to release by the relevant authorities.

In the event of a real threat to Park Community School, we would initiate a lockdown in accordance with police advice. Parents/Carers will be contacted as soon as possible to inform you of the event, for example, a text message to all parents/carers with a mobile phone number on the school system. It is vital that parents/carers **do not**:

- Contact the school via telephone in order to keep our phone lines clear
- Contact your child/children directly by mobile phone even if they contact you
- Come to school in person, unless told it is safe to do so by ourselves.

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Serving the Community
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School Centred Initial Teacher Training



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Level 1



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2014-2017



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We appreciate that you will want to be reassured that your child/children are safe, but if the above points are not followed this could jeopardise the safety of everyone involved.

In order to protect students they will only be released to parents and/or other adults listed on the emergency information sheet held by us. Please ensure that this information is always current and accurate. It is a good idea to have several trusted adults listed on the school information system.

We must stress that this type of event is extremely unlikely however, it is important that students and staff practice the drill.

Thank you for your continued support and if you have any questions please do not hesitate to contact your child's Head of Year or Mentor.

Yours faithfully

A handwritten signature in black ink, appearing to read "C. Anders", followed by a period.

Christopher Anders
Headteacher