



21st March 2018

Dear Parent/Carer

The safety and welfare of our students and staff are our highest priority. We regularly practise safety drills throughout the year, such as the fire drill, to help our students and staff know what to do in the unlikely event of an emergency.

Following Government advice, and in line with many other schools, we have developed a lock down procedure should a situation arise that requires the isolation of students and staff rather than an evacuation. This can be for a range of different reasons such as;

- A storm causing damage making the site unsafe
- An animal being loose on the school site
- An intruder on the site
- A threat being made against the site

We have two types of situation that we have emergency plans for.

Amber Situation - This is where we will require staff and students to stay indoors but lessons will continue, where possible, while further information is cascaded. We have already used this procedure when the college was forced to close last year due to Storm Doris and concerns over the roof tiles being blown off.

Red Situation - This is where we require students to sit on the floor and, where possible, under their desk. In this situation the teacher will secure the entrances to the room and students will be required to remain silent until a senior member of staff has confirmed that the situation is over or further instructions have been given.

While the risk of a red situation is low, it is important that students and staff have practised this so they know what to do in a 'worst case' scenario. An assembly will be given to all Houses, and tutors will have the opportunity to talk through this procedure with the students. This will include a brief discussion of what took place at Dunblane Primary School and also St Luke's Primary School in 1996 and the changes to security since then (banning of hand guns in the UK, fenced sites and locked front doors). This is to aid students in understanding the need for the procedures. We are also aware that students will know of the increased terrorism threat that has faced the country in recent years.

We do request that you discuss the lock down procedure with your child over the next week. A practise of this procedure will then take place this term. If your child has questions about this, they should be directed to their form tutor in the first instance. If, for any reason, you feel your child may be distressed by this and may require additional support, then please also contact their tutor.

Yours faithfully

Lee Mawby
Vice Principal

