



An Active Learning Trust School

National Support School
designated by



**National College for
Teaching & Leadership**

Ref: EG/CG
16 July 2018

Dear Parents and Carers

Re: Lockdown Procedure – Practise Scenario

As part of the Academy's emergency response plan we have created a lockdown procedure to warn staff and students if there is a risk from severe weather, air pollution or an intruder. Although none of these events are highly likely, it is essential that staff and students know the procedures to follow should there be a risk.

We will be informing students of these procedures during the last week of term and there will be a practise scenario carried out during the week. Students will be informed that they should not use their phones during the lockdown.

Please be assured that we have not received any information to indicate the Academy is at risk but it is essential that we take every step to ensure the students' well-being. I would be most grateful if you could discuss this matter with your child to stress the importance of the matter.

Thank you for your support.

Yours sincerely

A handwritten signature in black ink, appearing to read "A Welling".

Mr A Welling
Head of School