



18 July 2017

Dear Parent/Carer

**Re: 1. Change of times to parent/carer consultation evenings
2. Lockdown procedures**

From September 2017, we are proposing to change the start time for parent/carer consultation evenings; as shown in the table:

Proposed new time slots from September 2017	5.00pm to 6.30pm	6.15pm to 7.30pm
Current time slots	6.00pm to 7.30pm	7.15pm to 8.30pm

The reason we are proposing this is due to the number of parents/carers who have told us over the last couple of years it is easier for them to attend earlier and often come straight from work. If you strongly object to this proposed change, please write to me explaining the reasons why no later than Friday 11 August 2017. If there is a majority of parents/carers who object to the change then I will consult further in the autumn term.

Secondly, all schools have been sent advice concerning protective security; in particular, procedures for securing the school through lockdown. In this context, a lockdown is the ability for our school to quickly restrict access to the school building or parts of the building in response to a threat, either internal or external. The aim of lockdown is to prevent our pupils, members of staff and known visitors moving into areas that may have become a danger. Lockdown procedures may be activated in response to a variety of situations, such as:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning received regarding a local risk of air pollution (smoke plume, gas cloud etc.).

In the event of an emergency requiring the activation of lockdown a coded message will be given over the school's public address system to trigger the following procedures:

- Members of staff will ensure all pupils inside the school building are in a classroom and kept safe
- Members of staff will bring pupils who are outside to a safe place inside, locking any outside doors and closing open windows
- A register will be taken and any pupil not present will be notified to the Attendance Officers who will inform Year Teams and designated members of the Senior Leadership Team who will arrange a search
- Site management staff will ensure all external exit and entry points are secure
- Designated members of staff will call the emergency services, if required
- All pupils, members of staff and known visitors will be notified of the all clear over the public address system
- If we are still in lockdown at 3.00pm we will take advice from the emergency services with regard to when it will be safe to dismiss classes
- A notice will be placed on our website and where possible a text message will also be sent to explain the event and the outcome of the lockdown.

As you can appreciate, we hope never to have to be in a situation where these procedures are activated but we need to prepare ourselves. Therefore, we will be holding a practice at some point in the autumn term to ensure our protective security measures are effective. I am aware that this may cause some anxiety for some pupils and their parents/carers and we have considered what we feel we need to do to ensure our pupils and staff are safe and that our procedures are effective through a calm and measured approach. I very much appreciate your support in this matter; if you have any concerns regarding this, please contact relevant members of Year Teams, our SENCo or DSP Leader in the first instance.

Yours sincerely

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