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Federation of Schools

Small Schools, Big Opportunities

17th April 2026

Dear Parents and Carers,

Re: Invacuation Procedures

As part of our ongoing commitment to keeping children safe in school, we regularly carry out fire drills to ensure pupils are familiar with the procedures for safely and swiftly exiting the building in the unlikely event of an emergency.

In addition to fire drills, many schools, including ours, are running lockdown drills. These drills involve children remaining safely inside the building, in response to external risks. External risks could include, for example, a local environmental incident such as a gas leak or chemical spill, loose animals, insects such as a wasps' nest or in rare cases an unauthorised person on or near the premises.

It is important that children are familiar with this type of safety procedure, just as they are with fire drills. Children will be introduced to this as a **safety drill.**

I would like to inform you in advance that all schools within our federation will be carrying out a lockdown drill during the first two weeks back after the Easter break. We will be following the CLOSE protocol: **Close all windows and doors**
Lock up
Out of sight and minimise movement
Stay silent and avoid drawing attention
Endure - be aware you may be in lockdown for some time

Please be assured that before we conduct the drill, we will explain the process to the children in a calm and age-appropriate way, emphasising that it is just a precaution and nothing to be frightened about. Our priority is always to make sure children feel safe and secure.

If you have any questions or would like further information about our safety procedures, please don't hesitate to get in touch.

Thank you for your continued support.

Yours sincerely

David Hopkins
Executive Head