

30th November 2022

Dear Parent/Carer

Stay in Place Procedures

For health and safety reasons it is important that schools have procedures in place should there be an emergency situation. This includes Fire Drill and Stay in Place Procedures.

Over the course of this week we will be sharing our *Stay In Place Procedures* with students during assemblies. This will be followed by a *Stay in Place Drill* for the whole school.

A *Stay in Place Procedure* will be implemented if an event occurs that makes it dangerous to be outside the school buildings. The most likely event type would be pollution from, for example, an industrial fire or chemical incident in the area around the school.

When staff and students are told to *Stay in Place* they will remain in their classroom or office and not leave for any reason. All external windows and doors will be closed and only essential movement will take place. Any students outside, for example in a PE lesson, will be brought inside immediately.

If the event continues over break or lunchtime students will be kept inside the school building and not allowed outside.

If the event is likely to continue after the end of the school day the School Leadership Team will communicate with the local emergency services attending the event and act in accordance with their advice. This may result in a delay sending students home.

Yours faithfully



Robin Newman
Principal



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