



**MR MARTIN BONNER - BA (Hons); PGCE; M.A.Ed.**  
**Head Teacher**

Our Lady Immaculate Academies Trust Ltd: 09436283  
Diocese of Northampton

Wednesday, 12 February 2020

Dear Parents/Guardians,

### **Emergency Procedures**

Early in the Autumn term all students and staff practice our emergency evacuation procedures (fire alarm) to ensure that everyone on the school site knows what to do in the event of an emergency evacuation, these routines are normal and form part of our assessment to keep everyone safe.

We also have procedures in place to lock down the school site, to protect students and staff from an intruder; again a common occurrence in many schools. We will shortly be rehearsing a lock down across the site, to ensure everyone knows what is expected of them in an event. All staff have been issued with a procedure to follow and will instruct students in their care what to do. We would expect that all students listen carefully and follow the instructions given to them in a safe and sensible manner.

We are writing home to raise awareness of an impending rehearsal so that there is no alarm caused and will support conversations at home as to why we have these procedures in place. There is no intention to panic anyone but rather reassure that we take safety of our students and staff on site very seriously so have these procedures in place.

As always, thank you for your continued support,

Martin Bonner  
Head Teacher