



NOTTINGHAM
FREE SCHOOL

21 March 2016

Dear Parent(s) or Guardian(s)

The safety and welfare of our students and staff are our highest priority at the Nottingham Free School. We practice safety drills throughout the year to help our students know what to do in an emergency. The aims of the training drills are to improve our ability to protect students, save lives, and reduce injuries. These practice drills allow us to evaluate our emergency operation plans and improve our response skills.

Today, we conducted a lockdown drill which would be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and students from an identified threat. Such as;

- Aggressive or violent intruder
- Siege/hostage incident
- Lightning/severe storms

The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a "lockdown drill" all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the authorities authorise such a release.

In the event of a real threat to Nottingham Free School, we would initiate lockdown in accordance with the police. Parents will be contacted at a suitable time to inform of the event. It is vital that parent(s)/carer(s) **do not**:

- contact the school via telephone in order to keep our phone lines clear
- contact your child/children directly by mobile phone even if they contact you
- come to school in person, unless told it is safe to do so by ourselves.

We appreciate that this would be extremely difficult but if the above points are not followed this could jeopardise the safety of students and staff in school. .

In order to protect your child, students will only be released to parents and/or other adults listed on the emergency information sheet in the case of an actual emergency. Please be sure that this information is current and accurate. It is a good idea to have several trusted adults listed with the school.

We must stress that this type of event is extremely unlikely however, it is important that students and staff practice the drill throughout the year. We will not notify parents for future drills.

Yours faithfully

Mrs Brown
Head of School

Mrs Gray
Assistant Head of School