



02 November 2023

Dear Parents and Carers,

RE: Critical Incident Procedure

I am writing to inform you that today we conducted a practice critical incident drill.

Sadly, it is one of the precautions we should take in schools to ensure everyone in our community can act to keep themselves and each other safe should an unlikely critical incident occur.

I am pleased to report that overall, students acted impeccably, and exercised responsibility and maturity given the nature of the drill. If there were any students identified as being in breach of the procedures, they will receive an appropriate sanction and further advice on actions to take going forward.

Staff received training in this area this morning and students were prepared with tutor time presentations. Any latecomers were met with by the headteacher to inform them of the drill in advance and to allay any anxieties or concerns.

We will conduct this drill at least annually so that everyone is informed. We are in the process of refining and updating our procedures, following the success of this drill, using feedback we will gather from students and staff.

Please pass on our commendations and well done to all your children.

Thank you for your cooperation and for reading all our communication.

Yours sincerely,

Ms S. Rockell

Assistant Headteacher and DSL

