



October 2017

Dear Parent/Carer

The safety and welfare of our students and staff are our highest priority at Newark Academy. 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.

We will be conducting a series of 'lockdown drills' over the course of the term which we wanted to make you aware of. These drills are designed to ensure that students are aware of our safety procedures and to reduce the level of anxiety that could come from a real-life situation should it ever occur.

A lockdown 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
- Local emergency (Gas cloud/Air Pollution)
- Dangerous Animal

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 Newark Academy, 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.

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Executive Head Teacher: Ashfaq Rahman BSc(Hons), PGDip, PGCE, NPQH, NLE | Head of School: Andrew Seymour BA (Hons), PGCE, NPQH

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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.

Thank you for your continued support and if you have any questions regarding the above information then please do not hesitate to contact your child's Head of Year or Pastoral Leader.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Seymour', written in a cursive style.

A.Seymour  
Head of School

