

11th October 2017

Dear Parents/Carers

Invacuation Procedure – Practice Drill

We take safeguarding and safety very seriously at Green Spring Academy Shoreditch. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called “Invacuation” (sometimes referred to as a “Lockdown” procedure).

Situations where our Invacuation procedure may be used include:

- ❖ A potentially dangerous person or animal on the school site.
- ❖ A disturbance or dangerous situation in the local community that could affect the academy.
- ❖ A nearby chemical incident or other risk of air pollution.
- ❖ Serious weather conditions.

I am writing to inform you that we will be discussing the procedure with students after the half-term break and a practice drill will be carried out before the end of the autumn term. Our aim is to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

In the event of an actual Invacuation, we will endeavour to notify parents/carers as soon as it is practical to do so. This is likely to be via the academy’s website or via text message. You may even be asked not to collect your child(ren) from the academy. We will always follow up with a letter home on the nearest possible day following any serious incident, explaining why we had to implement the procedure.

Please be assured that we have not received any information to indicate that the academy is at risk in any way and I would like to stress that the above drill is simply a practice, so that in the unlikely event of such a situation, our students and staff are prepared.

I would be grateful if you could discuss this with your child to stress the importance of following procedures in these very rare circumstances and thank you for your support in advance.

Early dismissal & Half-Term Break Arrangements

The academy will be **closing early on Friday 20th October 2017** to accommodate staff health and safety training. **Students will be dismissed at 1.30pm on that day.** If your child is in Year 7 and you would like them to stay in school until 3.30pm, please contact Reception on 020 7920 7900.

The academy will be closed from Monday 23rd to Friday 27th October for the autumn half-term break and will re-open at 8.30am for students on Monday 30th October 2017.

With all good wishes for a restful and peaceful break.

Yours sincerely

Ms J Montgomerie
Acting Head of School

Green Spring Academy Shoreditch

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