

20 November 2019

Dear Parents/Carers

As you know, our priority at Great Barr Academy is safeguarding our students and making sure that they are safe at all times. You are probably aware that all schools are required to undertake "Fire Evacuation Practice" regularly to ensure students know how to get out of the building in the unlikely event of a fire, indeed this is well established at Great Barr Academy. In addition, many schools now have "Lockdown Procedures" in place in the highly unlikely event of an intruder being on site. To reassure you, we have had this process in place for a while and would like to re-visit this procedure with both staff and pupils. We feel that it is important to ensure all students know what to do in the event of "Lockdown" and therefore we are writing to inform you that on Monday 25<sup>th</sup> November we will be running a practice with students.

PLEASE DO NOT BE ALARMED. This is merely part of our routine safety procedure. To be clear, we are not aware of any threat to our academy or our students. This is purely to ensure our continued vigilance in promoting excellent safeguarding practice.

We will shortly be making students aware of the process in place for "Lockdown". When they tell you about this, please reassure them that it is highly unlikely that we would ever need to use "Lockdown" but that this is just like practicing a "Fire Drill". When the practice occurs we will text you to let you know and avoid any concern on your part should you get a text or call from your child.

If you have any questions please do not hesitate to contact us. We imagine, being our first full school run-through, that there will be a few issues for us to improve upon, this is why we do drills. We are confident that once this process is established it will be extremely smooth and students will respond well, at first though they may feel a little unsettled and we would appreciate your support in reassuring them.

Yours faithfully



**Andrew Williams**  
Acting Principal



**Kerry Inscker**  
Executive Principal

Kerry Inscker **Executive Principal** Andrew Williams **Acting Headteacher**

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