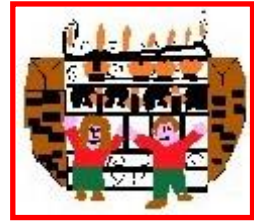


**Kaye's First & Nursery School
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Head Teacher - Mrs H Parker

Dear Parents/Carers

23rd April 2018

From April 2018, an invacuation procedure drill (similar to a fire drill) will take place termly. Its purpose is to ensure that we have an even safer and more secure learning environment for our pupils. Teachers have explained and discussed this procedure with their class.

Invacuation procedures are used in response to an internal or external incident which could be a threat to the safety of children and staff in our school.

Invacuation procedures may be activated in response to any number of situations. For example:

1. A reported incident, disturbance in the local community.
2. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
3. An intruder on site.
4. A major fire in the vicinity of the school
5. The close proximity of an unaccompanied animal eg a dog.

Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

Yours sincerely

Helen Parker

Head Teacher