



# Windsor Park CE Middle School

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Windsor Park CE Middle School

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Dear Parents and Guardians,

## Subject: Upcoming Invacuation Drill Following Routine Fire Drill

I hope you are well. I am writing to update you on our school's safety procedures and to inform you of an upcoming invacuation drill.

Recently, we successfully conducted our routine fire evacuation drill, ensuring that all staff and students are familiar with the necessary procedures should we ever need to leave the building swiftly in the event of an emergency. I am pleased to report that the drill went smoothly, and the pupils responded exceptionally well.

As part of our ongoing commitment to safety, we will now be completing our invacuation drill (sometimes referred to as a lockdown drill) in the coming days. This is a standard safety procedure, which, like the fire drill, is routine practice and not in response to any specific threat.

### What is an Invacuation Drill?

An invacuation drill prepares staff and pupils to remain safely inside the school building in the rare event of an external risk, such as severe weather or a nearby incident. During the drill, students will be asked to stay indoors, away from windows and external doors, in a calm and controlled manner.

### Why Do We Practice Both Drills?

While fire evacuation prepares us to exit the building in a safe and orderly way, invacuation ensures that everyone knows how to stay protected inside the building if needed. It is important for our entire school community to be familiar with both types of drills to ensure their safety in any potential situation.

### Reassuring Your Child

We understand that some students may feel anxious about the idea of these drills. Please be assured that the drill will be handled in a calm, supportive way, with teachers explaining that it is simply a practice to help everyone stay safe. You might wish to speak with your child beforehand to reassure them, explaining that these drills are a normal part of school safety routines, just like the fire drill.



The proposed date for the invacuation drill will be 24 September 2024.

If you have any questions, please feel free to contact your child's Form Tutor. Thank you for your continued support in helping us maintain a safe environment for all.

Yours sincerely,



Mrs L Wilbraham-Jones  
Headteacher

