



Thursday, 3rd September 2026

Dear Parents,

RE: Protocol Update

I am writing to clarify the school's procedures in the event that a safety alert is issued, so that all families are clear about the steps we will take and what we ask of our community.

Firstly, I would like to reassure parents that the emergency and safety protocols we had in place last academic year remain fully in place this year. As part of our preparations for the new academic year, all staff have been reminded of these procedures and of their responsibilities should an alert occur.

The safety and wellbeing of our pupils, families and staff will always be our highest priority. We will continue to follow all official guidance issued by the relevant authorities and the Ministry of Education.

School Opening

Unless we are specifically advised by the Ministry of Education or the relevant authorities to close, the school will remain open.

However, should a safety alert be issued during the morning travel period, we strongly advise all families and staff not to begin or continue their journey to school until an official all-clear has been given. There is no expectation for anyone to travel while an alert remains active.

If an Alert Is Issued Before or During Arrival

There will be members of staff already on site who will be available to safely welcome and supervise any children who have arrived at school.

Depending on the timing of the alert, some members of staff may understandably be delayed in reaching school. In these circumstances, pupils may initially be placed into mixed or combined classes, supervised by the staff who are safely on site. Normal class arrangements will resume as soon as it is safe for staff to travel and sufficient staffing is available.

If Pupils Are Already in School

Should an alert be received during the school day, pupils will remain safely supervised in school and we will immediately follow our established emergency procedures, alongside any instructions received from the relevant authorities.

Our staff are familiar with these protocols and understand the actions that need to be taken to ensure pupils remain safe and appropriately supervised. We will communicate directly with parents should any action be required.

We appreciate that safety alerts can understandably cause concern for families. Our priority is to respond calmly, consistently and in accordance with official guidance, while ensuring that nobody feels they need to put themselves at unnecessary risk in order to reach school.



Thank you, as always, for your understanding, cooperation and support in helping us keep our whole school community safe.

Kind regards,

William Winton
Head of Primary