



Halfway Nursery Infant School
Station Road
Halfway
Sheffield
S20 3GU

 0114 2482360 / 2472402 (Main School)
 0114 2470564 (Nursery)
 0114 2482360 (Fax)
 enquiries@halfway-inf.sheffield.sch.uk
 www.halfwaynurseryinfantschool.org

‘Caring, sharing, learning for life’

Headteacher: Mr Steve Varnam
Deputy Headteacher: Mrs Claire Ball

5th February 2018

Dear parents/carers,

You may have seen coverage in the media about recent events at a local school that led to a full evacuation of the building at short notice.

If a similar occurrence was to take place at Halfway Nursery Infant School, we have a critical incident plan that we would put into action immediately. In summary, we would:

- evacuate all children and adults from the school to a suitably distant location – Rose Cottage Care Home has kindly agreed that we can evacuate to its premises. Children would be escorted to Rose Cottage;
- ensure all appropriate bodies are contacted e.g. police;
- use all school communication channels to inform parent/carers of the actions we are taking.

A ‘critical incident’ is defined as ‘an incident or sequence of events that overwhelms the normal coping mechanism of the school’. Critical incidents may involve one or more pupils, staff members or members of the local community. Situations such as, for example, a gas leak can have a major impact on the school.

In the unlikely event of an intruder managing to enter the school grounds, we would put into action our ‘lock down’ procedures to ensure that children are kept safe within the buildings. A copy of this is attached to this letter. It is displayed in every classroom.

For the critical incident plan to be effective, it is vital that we have your current contact details – phone and email. If either changes, please inform the school immediately.

Please do not hesitate to contact me if you wish to discuss this further.

With best wishes

Steve Varnam
Headteacher

LOCKDOWN PROCEDURE

'Lockdown' means locking doors and windows to keep people safe inside a building.

1. When a lockdown is signaled, stay in your classroom. The lockdown signal is a series of 3 rings of the school bell, or 3 blows of the whistle
2. **If you are on the playground, in the toilets, canteen or a corridor, return to the nearest classroom.**
3. Remain calm and do not stop or go back for your belongings.
4. **Stay in your classroom - you may be told to sit on the floor, underneath a table or against a wall.**
5. Do not sit near doors or windows.
6. **Remain silent.**
7. Make sure you know where your nearest exit is.
8. **Listen carefully and follow instructions from members of staff.**
9. Do not leave the classroom until a member of staff says it is ok.