

November 2023

Dear Parent/Carer

I am writing to provide information about Appleton Academy's Invacuation Policy and procedures. The Invacuation Policy is used in the event that the school site needs to be 'locked down' due to an incident on or in close proximity to our grounds. This forms part of the wider duty we have for safeguarding our students' welfare while they are in our care at school.

Incidents that could lead to invacuation may include a dangerous or wild animal being present on the grounds, trespassers who we believe may present a danger to pupils and staff or environmental accidents at businesses in the local area – NuFarm and Solenis being obvious examples of places where such events could occur. In addition to this, there have also recently been well publicised instances of malicious communications being sent to schools that have attempted to instil fear or panic into students, parents and staff.

As part of managing invacuation, we regularly sound our 'Invacuation Alarm' and share information about the procedures students and staff must follow in such circumstances. The first of our invacuation practices for this academic year will be taking place during week commencing Monday 6 November 2023. This will be an announced alarm and so students and staff will also be shown a presentation about invacuation and provided with details of what to do in the event of the alarm sounding. We also wanted to take this opportunity to write to parents to alert you to this sounding of the alarm and to set out our expectations of you in the event that the Academy site actually has to be locked down in the event of an emergency situation such as those outlined above.

The Academy would not take the decision to invacuate lightly, and this would usually be made at the request of or in consultation with the police. In the event that we did have to follow our invacuation procedures, the Invacuation Policy states that parents & carers:

- Should BE ASSURED that the Academy understands their concern for their child's welfare and is doing everything possible to ensure student and staff safety
- Should NOT contact the Academy
- Should NOT come to the Academy
- Should WAIT for the Academy to contact them about when it is safe to collect their child, and where from – students will not be allowed to leave school during invacuation under any circumstances and parents/carers will not be granted access to site while invacuation is in effect
- SHOULD ensure that the Academy always has your up-to-date contact information

We understand that in the event of an emergency on site, the natural instinct of parents and carers might be to come to the school or attempt to contact students or the Academy via telephone, social media, email or other means. It is important that parents understand the procedures we will follow in these circumstances and that our priority will be your child's safety and managing the scene. By attempting to come to the Academy or contact students or the school, you may inadvertently put people in danger or hinder staff and emergency services from fulfilling these aims.



We would, therefore, respectfully ask that parents and carers make themselves familiar with our Invacuation Policy, which can be found on the Academy website (or a copy can be made available to you on request). Please ensure that, in the event of invacuation, you follow the procedures and guidance set out in this document. Once the all clear has been given following an incident, we will take the next steps as outlined in the policy, depending on whether it is necessary to end the school day early or we are able to return to lessons and normal activities. We will also ensure that you are provided with further information at that point.

If you have any questions or concerns about our Invacuation Policy and procedures, please email info@appletonacademy.co.uk in the first instance and we will ensure that someone contacts you to discuss this.

Thank you for your continued support.

Yours faithfully

A handwritten signature in black ink that reads "Helen Jones".

Ms H Jones
Executive Headteacher