



An Academy Trust

Redwing Drive  
Weston-super-Mare  
North Somerset BS22 8XX

Tel: 01934 510777 Fax: 01934 520941  
email: [admin@worle-school.org.uk](mailto:admin@worle-school.org.uk)  
[www.worle-school.org.uk](http://www.worle-school.org.uk)

 @WorleSchool

Dear Parent / Carer,

As a school we take our responsibility to provide a safe and secure environment to all staff and students.

This requires us to have certain procedures in place should we have to react to a perceived emergency. These procedures require regular practicing to ensure they remain proportionate and as an active reminder to all students and staff of what they need to do.

This letter is to advise you that we will be conducting a 'shutdown' procedure exercise at some point during the school day on Wednesday 7<sup>th</sup> February 2018. In order not to cause any unnecessary alarm or distress we will be liaising with the police, the local authority, and inform neighbours beforehand. We will also be sending a text and email to all parents / carers prior to the exercise commencing.

Yours faithfully

Mark Antoine  
Academy Business Manager