

HSP/RMT: Headmaster's letter
14th November 2018

HEADMASTER'S LETTER TO
PARENT(S)/ GUARDIAN(S) No.3

Dear Parent(s)/ Guardian(s)

We appointed a new caterer called Olive to provide meals in the Dining Hall and Sixth Form Base. I am pleased by the improvements in the service already in place for pupils and we hope this will continue. May I bring to your attention some brief matters:

- **Please do not drive into the school car park unless you have specific permission from your son/daughter's Head of Year. We recently had near accidents that could have caused injury to pupils in this busy area.**
- **The school's 'Behaviour Policy' has been updated and this is now featured on our website.**

I need to notify all parents and indeed pupils about a new emergency procedure.

LOCKDOWN PROCEDURE

The safety and security of pupils and staff is always a priority for the school. As you may already know, we have measures in place such as controlled access to entrances and staff on duty to ensure Heathland remains a safe place for pupils to learn. In common with most schools and commercial organisations, we also need to have in place a 'lockdown' procedure. I thought it would be helpful to provide you more information about this.

A 'lockdown' needs to take place if there is a disturbance or incident outside the school building which could potentially cause harm to pupils/staff. The incident could be within the school grounds or might be outside the school boundary. Should a situation arise that requires us to implement a 'lockdown' procedure, we will ensure that:

- All pupils/staff are inside the building and are accounted for
- Pupils/students remain inside the school and classrooms until instructed by a teacher to resume their activities
- All exterior doors are locked and if necessary the emergency services are called
- No one is permitted to enter or leave the building during a lockdown

If a 'lockdown' is implemented we would contact parents by email as soon as possible after implementation (although this will not be done if we have a practice). **This message will include asking you not to come to, or call the school.** Please respect this request that you don't call or come to the school until the lockdown has ended. This is because it may endanger yourselves or block our telephone lines to the services that we may need to assist us. We will always work closely with emergency services to keep pupils and staff safe.

Whilst I am aware this may all sound very serious, the likelihood of needing to use our 'lockdown' procedure is extremely unlikely. It is however important that our pupils/students understand the procedure and are prepared for it. Similar to preparing them for a fire drill. Please be assured that staff will spend time discussing the importance of this procedure with pupils/students prior to running a practice drill.

We hope that this update on our school's 'lockdown' procedure has been helpful but should you have any questions please contact me at the school by email or in writing.

May I bring to your attention some other matters.

YEAR 12 EXAMS AND PROGRESSION

Exams start on Monday 10th December and continue to the end of term (18th December). Year 12 students will be on study leave when they are not sitting an exam.

For students to progress from Year 12 to Year 13 they must attain at least an 'E' grade in each of their subjects. Where students attain a 'U' grade following their second re-sit in June 2019, they will not be permitted to continue with the subject in which they have failed.

GALA CONCERT

This takes place on Thursday 13th December at 7.00pm. Tickets will be on sale soon, I hope many parents will join us for an entertaining evening of music.

END OF TERM

This term finishes on Wednesday 19th December, pupils will be dismissed at lunchtime. Next term starts for all pupils except Year 11 (mock exams commence on 7th January) on Tuesday 8th January 2019.

Yours faithfully,

HEADMASTER