



18th April 2018

Dear Parent/Carer

I am writing to inform you of arrangements we have made to school procedures to make the school site safe for all who use it.

As a result of the advice given to all schools by Staffordshire Local Authority, we have, following months of research, added to our Safeguarding practices a procedure for further securing the school. This might be used, for example, in the event of a fire in the local vicinity or an undesirable person being on site. In the same way that we adhere to Health and Safety Regulations by regularly practising our Fire Drill, we will also practise a procedure for keeping safe in the event of an intrusion to the school site, commonly referred to by others as a "lock down". There is copious advice from both local and national agencies which has been forwarded to all schools, from which we have drawn our procedure. We take the safeguarding of our students and staff extremely seriously, and this slight addition to our procedures is just one example of our routine review process.

Over the next few weeks we will be educating students about how to stay safe in any public area if someone enters the building or area with malicious intent. In this context we will be giving student's advice on how to stay safe at school and practicing procedures as we regularly do for fire practice. We will have a calm and measured introduction for the students and ensure communication routes are open and accessible should anyone wish to discuss issues with an adult. We have taken on board all the best guidance from the Government and Police and if you would like more information as a parent this can be found at: <http://www.npcc.police.uk/CounterTerrorism/actforyouth.aspx>. Please can I reassure you that there is no evidence that any malicious incursion on site is planned or likely and all schools are introducing similar procedures.

Stafford Manor High School has always been a welcoming school and will remain so in the future. However, we also want to make sure that we are providing everyone who uses the site with a safe and secure environment. Please do not hesitate to contact the school if you require any further information.

Yours sincerely

Mr R Lycett
Headteacher

Headteacher:
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