



Hatton School & Special Needs Centre

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Headteacher: Mrs Adrienne Wright

‘PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER’

12th June 2017

Dear Parents and Carers,

In the light of the recent terrible events in London and Manchester I wanted to write to you to inform and reassure you about the measures we are taking to keep your children safe whilst they are in our care at school and on school trips.

As you know the school site at Hatton is secured with gates that require identification and purpose of visit to be verified with staff at reception before entry is permitted. We have recently further enhanced security at the gates at the beginning and end of the school day by ensuring a member of staff is always by the gates to challenge unfamiliar faces entering the school site at these busy times. We have also stopped leaving the gates wide open during the 45 minutes that the buses arrive and leave at both ends of the day and these are now opened and closed for each individual bus.

Once on the school premises, entry to the school building can only be gained through a fob controlled / electronic door system that is operated by reception staff. After a review of site security last week, this week we will be having some more electronic / fob controlled devices installed on some doors both internally and on some doors that lead from the building to the playground and field at the back of the site. This along with our new electronic / photo signing in system for visitors, a new CCTV system which will be installed shortly, will all further enhance our site security and our ability to keep the children safe.

We have also now introduced some new emergency procedures for ‘Invacuation’, ‘Lockdown’ and ‘Site Evacuation’ which you will find attached to this letter. These procedures will also be posted on our school website for your future reference. These procedures have been introduced and shared with all staff. The briefing to staff about the new procedures complements the safeguarding training that all our staff undertake which includes training about Radicalisation and Prevent - I have attached some information that we have already sent home previously about Prevent in schools.

With regards to school trips, we have contact with the Local Authority Safer Schools Team and the Local Police who keep us informed and briefed about any local incidents of concern. We have reviewed all of the risk assessments for trips that take place and added in measures to respond to unexpected emergency incidents. Currently the advice to schools is that we should carry on with school trips and we have continued trips within the local environment to places such as Tesco, ELHAP, swimming and the Farm Shop and Beal Park. Where trips are planned to take place further afield we are assessing the risks on a trip by trip basis and so far have only cancelled trips that are going into central London by public transport. It is hoped that in time this type of trip will resume and at that point we will consult parents about any trip that their child may potentially be going on in the usual way to gain your permission.

One question some parents may have is how they can to speak to their children about events they may be aware of. If your child or any of their siblings are aware of recent events you can find some useful information on the NSPCC website on talking about terrorism.

Finally whilst I hope that we will never have to implement our 'Lockdown' and 'Site Evacuation' procedures it will be vital that if we do, that we have two current emergency contact details for every child, so please can I take this opportunity to ask you to complete and return the attached emergency contact sheet.

I hope this letter provides you with information that reassures you that we take your child's safety extremely seriously and are taking steps to increase school security and safety. If you have any questions or concerns about these matters please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Adrienne Wright', written in a cursive style.

Adrienne Wright
Headteacher