Shoreditch Park
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Headteacher: Penny Smith
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18th September 2026

Dear parents and carers,

Re: invacuation drill

As part of our annual safeguarding procedures, we will be holding an invacuation drill next week. An invacuation is used when it is safer for pupils and staff to remain inside the school building.

Like our regular fire drills, this is an important part of our safeguarding practice and helps ensure that everyone knows what to do in the unlikely event of an emergency.

Pupils will be told in advance that the drill is taking place and reassured that it is simply a practice to help us keep everyone safe. A message will be given over the school tannoy. Any pupils who are outside will line up and return inside calmly with their supervising adults.

Once inside, pupils will continue with normal classroom activities while staff complete the necessary safety checks that form part of the procedure. The drill will be managed in a calm, age-appropriate way to avoid causing pupils any unnecessary worry.

Thank you for your continued support in helping us maintain a safe and secure environment for everyone at Shoreditch Park Primary School.

Yours sincerely,

Claire Deegan
Deputy Headteacher for Inclusion
Shoreditch Park Primary School