



December 2023

Dear Parent/Carer

We are writing to inform you about some key information relating to next week.

Last year we trialled our Emergency Lockdown Procedures and following this we revised our plans. These are now becoming standard practice in most schools and have been produced in conjunction with advice and support from our colleagues in the Local Authority. They outline what we will do in the extremely unlikely event of a potentially dangerous intrusion onto the school site. All students will be made aware of these procedures during their Wellbeing lesson on Monday and we will be conducting a drill next week.

You will also be aware that the last day of term is Friday, December 22<sup>nd</sup>. Please be advised that the school day on the 22<sup>nd</sup> will look like this:

	YEAR	1	BREAK 1	2	BREAK 2	3	LUNCH	3	BREAK 3	4
LOWER	7						11.10-11.40	11.40-12.40		
	8 & 9	8.40-9.40	9.40-9.55	9.55-10.55	10.55-11.10	11.10-12.10	12.10-12.40		12.40-12.55	12.55-1.00
UPPER	10 & 12						11.10-11.40	11.40-12.40		
	11 & 13					11.10-12.10	12.10-12.40			

All pupils will have finished school by 1 pm.

Kind regards/Cofion cynnes

Ceri Garlant

Deputy Headteacher