



**EVERY CHILD SUCCEEDS**

**Headteacher:**

Lucy Gambier  
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Cornwall  
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**enquiries@penrice.org.uk**  
**www.penrice.org.uk**

Dear Parent/Carer

As part of our emergency closure procedures at Penrice, we would like to set out below a brief overview of the work we are doing to ensure that all pupils and staff remain safe at all times.

**Disaster such as fire, gas leak, bomb threat or any other incident where the building cannot be occupied:**

When students are on site, the fire bells will ring to instigate a whole school evacuation to the designated safe areas. We will operate a 'Grab and Go' policy – if essential personal belongings are in reach then all members of the school community will be encouraged to 'Grab' them before they leave. (The reason for this decision is that if we have to evacuate the site then students and staff will have access to keys and phones and therefore be in a position to be allowed home from the off-site evacuation area.)

I will decide in liaison with the emergency services on the next action. If we are instructed to evacuate we will walk all students to St Austell Rugby Club. As part of this procedure:

- A text will be sent to all parents / carers informing them of the action being taken
- Students with permission to walk home will be dismissed from St Austell Rugby club
- Students without permission to walk home will remain at St Austell Rugby Club until collected by one of their named contacts
- **PLEASE DO NOT COME TO THE RUGBY CLUB OR SCHOOL UNLESS REQUESTED TO DO SO**

**We will assume a nil return means that you have an arrangement in place for your child.**

Thank you for your support with this, I really do hope that this never happens, but if it does, we can work together and keep our children safe.

Yours sincerely

**Lucy Gambier**  
**Headteacher**

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**Please return this form to Reception, Penrice Academy**

or

email the same information to: [attendance@penrice.org.uk](mailto:attendance@penrice.org.uk)

**EMERGENCY CLOSURE**

Child's name .....

Tutor Group .....

(give names of all your child/ren who is/are affected)

does not have a safe place to go to in a catastrophic disaster and I/we wish them to remain with Penrice Staff until I/we can be contacted. My contact details are up to date.

In the event that I cannot be contacted, my child will remain with Academy staff until the normal end of day.

Signed ..... (Parent/Carer)

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