



January 2026

Dear family,

Data Check and Emergency Procedures

We hope you are well.

Data Check

As part of our ongoing commitment to keeping all students safe and ensuring we hold accurate information, we are asking all families to review the emergency contact details and personal information we have on record for your child.

Please log in to your **Arbor Parent Portal** and check that the following information is correct and up to date:

- Emergency contact names, phone numbers and relationships
- Home address and all telephone numbers
- Email addresses for parents/carers
- Medical information, including allergies or conditions
- Any other personal information held on Arbor

If you need to make any changes, these can be submitted directly through Arbor. Our Administration Team will be automatically notified and will approve updates as required.

Emergency Procedures

Following our recent evacuation, I am writing to share an overview of our emergency evacuation, fire drill, and lockdown procedures. While this information is detailed, it is essential that all families read and understand these processes so that we can work together to ensure the safety of our students.

Fire Evacuations

In the event of a fire evacuation, all students are escorted by staff to their designated year group assembly points within the academy grounds. These procedures are practised termly. Students are familiar with the routines, and we are confident that expectations are followed calmly and responsibly.

If it is unsafe to return, we will then follow our emergency evacuation procedures - please see below.

Lockdown Procedures

During a lockdown, staff and students remain in classrooms. Any students who are in corridors or outside space are escorted into the nearest classroom or safe space.

Staff will instruct students to:

- Remain seated or sit underneath tables, following SLT direction.
- Remain silent
- Ensure all doors, windows, and blinds are closed

Communication with staff takes place via our internal systems. We will always communicate with families, whether the situation is a drill or a live incident, to keep you informed and to prevent unnecessary worry.

Emergency Evacuations

Where possible, students will be directed to their form rooms to return their devices. Tutors will then:

- Dismiss students who already have permission to leave the academy
- Ask remaining students to contact families to request permission to leave

Students who do not receive permission will remain on site under staff supervision until contact with family has been made.

We are asking families to update their consent for how they would like their child to be dismissed in the event of an evacuation. Please click this link to submit your response - [Emergency Evacuation Consent Form – Fill in form](#)

If an urgent evacuation is required, students will be dismissed immediately. Staff will supervise all students and ensure that no student leaves the academy until appropriate permission has been granted.

To support us in these situations, please ensure the following:

- Your contact details on Arbor are current
- Your child knows where to meet siblings, family members, or friends outside the academy grounds if required
- Your child knows who to contact and how to get home safely

If you experience any issues accessing your Arbor account or require support, please contact the Academy Office on 0121 558 8086, who will be happy to assist you.

Yours sincerely,



Mr T Daly
Principal