



London Borough of Enfield
PRINCE OF WALES
PRIMARY SCHOOL

Headteacher: Mr Jan M Bless
School Tel: 01992 762840
School Fax: 01992 764512
E-mail: office@princeofwales.enfield.sch.uk

Salisbury Road
Enfield
Middlesex
EN3 6HG

Dear Parent/Carer

I write to you regarding a health and safety issue. Many of you are aware that recently, the fire alarm went off right at the end of school day. This was not a planned fire drill and we have since put measures in place to avoid a recurrence of this particular incident. However, this evacuation raised several issues we have not experienced before, because of it taking place around home-time.

As many parents were already waiting in the playground, with many more arriving when the alarm sounded, there were attempts to take their children off site with them right away. Some also approached their child and were talking to them whilst they were in line. As you can imagine, this contributed to delays in completing registers and counting all children, staff and visitors.

As a result of reviewing the above, we have decided the following:

1. If the alarm sounds at that time again, parents will be expected to assemble on the grassed and matted areas by the Key Stage 1 wooden climbing frame (next to the Quad) or Key Stage 2 wooden climbing frame next to the Year 6 port-a-cabins. This will clear the playground area and the assembly points for all the classes to line up.
2. Parents and carers are not to approach their child and should allow staff to do their job. You may see your child with PE kit on or no jumper and coat, despite adverse weather conditions such as cold or rain. Emergency evacuation procedures make it clear that for everyone's safety there is no time to retrieve belongings or clothing.
3. The classes assemble in lines, waiting calmly and silently for the teachers to call the class registers at this point, so the parents gathered really do need to be quiet at this time.
4. Once the nature of the alarm being activated has been understood and if the building is safe, it will be turned off and once registers have been taken and confirmed, the classes will return to the building. Children will need to collect coats, bags reading books, homework etc
5. Parents are to wait for the children to be dismissed from class, into the playground, as normal.
6. If there is a genuine reason that the children and staff are not able to return to the building, then parents will be summoned to collect their children, a class at a time, so that staff are able to monitor the departure of children to the right adults. The exit of such a large number of children needs to be controlled and monitored to maintain calm and clarity. If this is the case, NO ONE is to re-enter the building at all. It may also mean that staff direct you to leave by a certain gate. We would ask, for the sake of everyone's health and safety, for your utmost cooperation in this situation, should the need arise.
7. NB. If this evacuation had been the result of a real fire, any fire engine, ambulance, or emergency vehicle needing to gain access to the site, would have been totally unable to do so, owing to the number of vehicles left in the middle of Salisbury Road near the main gate. Unfortunately, this growing trend of inconsiderate behaviour at the start and end of the school day may cause a potentially serious health hazard, especially to the children of our school. This could affect your own child.

Many thanks for your consideration regarding this matter.

Mr A Taylor
Deputy Headteacher

Learning Together, Growing Together