Grove Park School Evacuation: Parents' Guide

At Grove Park, we are committed to the health, safety and well-being of all members of our school community: children, staff, parents and visitors. We have clear policies and procedures for all areas of Health and Safety and we regularly practise fire drills and evacuation procedures with the children. We know that, whilst they are rare, there may be occasions when we would have to evacuate the whole school to a different location. We have clear systems for this too. This Parents' Guide gives an overview of the steps we would take, in the event of a complete evacuation, to keep the children safe and maintain clear communication with parents at all times.

Where does the school go if the site has to be evacuated?

The school has an Incident Management Team (IMT): Miss Davies, Andy Pelton, Hayley O'Brien , Mrs Varma , Mr Hibbert and Mrs McGregor.

On evacuation of the school building and site, we would take the children to one of our 'places of safety':

- St. Michael's Church: Elmwood Road, Chiswick W4 3DY
- The Bull's Head Pub: 5 Strand on the Green W4 3PQ
- The City Barge Pub: 27 Strand on the Green W4 3PH
- Strand on the Green Junior School: Thames Road W4 3NX
- Chiswick House grounds: Burlington Lane W4 2RP
- Chiswick School: Burlington Lane, W4 3UN
- Harvard Hill Park, W4 3LY

How will the school communicate with parents and carers?

- As soon as possible, the school will **send a text via Parentmail** to let parent/carers know where the children are and if they need to be collected;
- If Parentmail is not working then the Chair of the PTA will be contacted and they will make contact with Class Reps and ask them to contact their classes;
- **Signs will be put on the main school gates** to let parents/cares know where the school has evacuated to. These signs will include the address, postcode and directions;
- Calls to the school will be diverted to one of the IMT's mobile phones so that parents can continue to use the usual school number: 020 8994 7405. Only call the school number in an emergency if we have evacuated and please be aware that we will not be able to listen to voicemail messages.

How can parents/carers help?

- Ensure your telephone number is correct in Parentmail;
- Please let school know as soon as possible if you change any of your contact details;
- Read all messages from school carefully in case children need to be collected;
- Only call the school number in an emergency if we have evacuated;
- Ask another parent to collect your child/children if you cannot collect them quickly. Send them a text or e-mail to show us that you have given permission for this.

What if my child has additional or medical needs?

- First Aid kits and all medication e.g. asthma pumps and epi-pens are taken with the classes during evacuations;
- If children have complex needs, which mean they require particular support to evacuate safely, they will have a personal plan (PEEP) which is written and discussed with the parents and explained to the child.