

EMERGENCY PROCEDURES

In the event of the School being unable to function as normal due to inclement weather or other emergencies, pupils in School will be registered in Houses.

All pupils arriving at school must report to the following house areas and are to remain there until directed otherwise.

Ingrams	The Lewis Hall
Balyes	The White Hall
Dawsons	The Chapel
Gibbards	The Dining Hall
Owens	The Green Room

Parents will be notified via a Clarion Call text message.

Information regarding buses can be obtained from tuning in to BBC Radio Cambridge, Northants and Beds. for announcements.

Pupils & Parents should consult the School Website for up-to-date information.

FIRE PROCEDURES

On hearing the fire alarm pupils should proceed calmly with their class teacher to the fire assembly point for that building. On arrival the teacher will take a class register and report any absences. If the alarm sounds during private study or breaks the same evacuation procedure should be carried out and pupils should report to the senior teacher present.

Pupils should not return to any building until a senior member of staff has deemed it safe to do so.

Assembly Points	Lesson/Activity taking place at the time
Donaldson Island	Queen Katharine Building
Top of Duchess Walk	Pool, Donaldson, Art, DTE, Library
Castle Green	CCF, Health Centre
West Lawn	Castle, Orangery, Music, Drama, Lewis Hall
Castle Astro Pitch	Roger Peel Sports Centre