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Model Policies

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1. Find and replace 'Name of School' with your school's name (top tip: press ctrl+h to find and replace all instances in no time, remember to select 'Match case').
2. As you read through the policy, add and amend school-specific details as necessary. To help you find these amendable elements, such as responsibilities and timescales, we've highlighted them in yellow and underlined them, e.g. two years.
3. Where prompted, enter school-specific information such as your unique policies and procedures.
4. Enter your review date – remember to make a note!
5. When you've finished amending your document, simply click the 'Insert' tab, select 'Cover Page' and click 'Remove Current Cover Page' to remove this page.
6. Remember to add the policy's article page to your 'Watchlist' to be notified immediately when any change is made to our model policy. If you use TheSchoolBus Compliance Manager, skip this stage and we'll take care of this for you.

Your school's unique, so your policy must be too!

You must ensure that any policy derived from the guidance in this model policy reflects your establishment's specific requirements. When making changes to certain policies, such as those affecting pay and conditions, schools are required to consult with any recognised unions. Further information regarding your requirements to consult with recognised unions can be found [here](#).

'School' – in the majority of our policies we use the term school, this is simply a generic term and represents all school types. You can easily amend the policy to match your school type using Microsoft Word's 'Find and Replace' function.

'Governing board' – we use 'governing board' and 'governor' in our policies, but this can easily be amended to reflect the accountable body and individuals in your establishment

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Shaftesbury Primary School

Invacuation, Lockdown and Evacuation Policy

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Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and **Shaftesbury Primary School** takes their duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at the school will endeavour to take all reasonable actions in order to ensure the safety of pupils and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

Signed by:



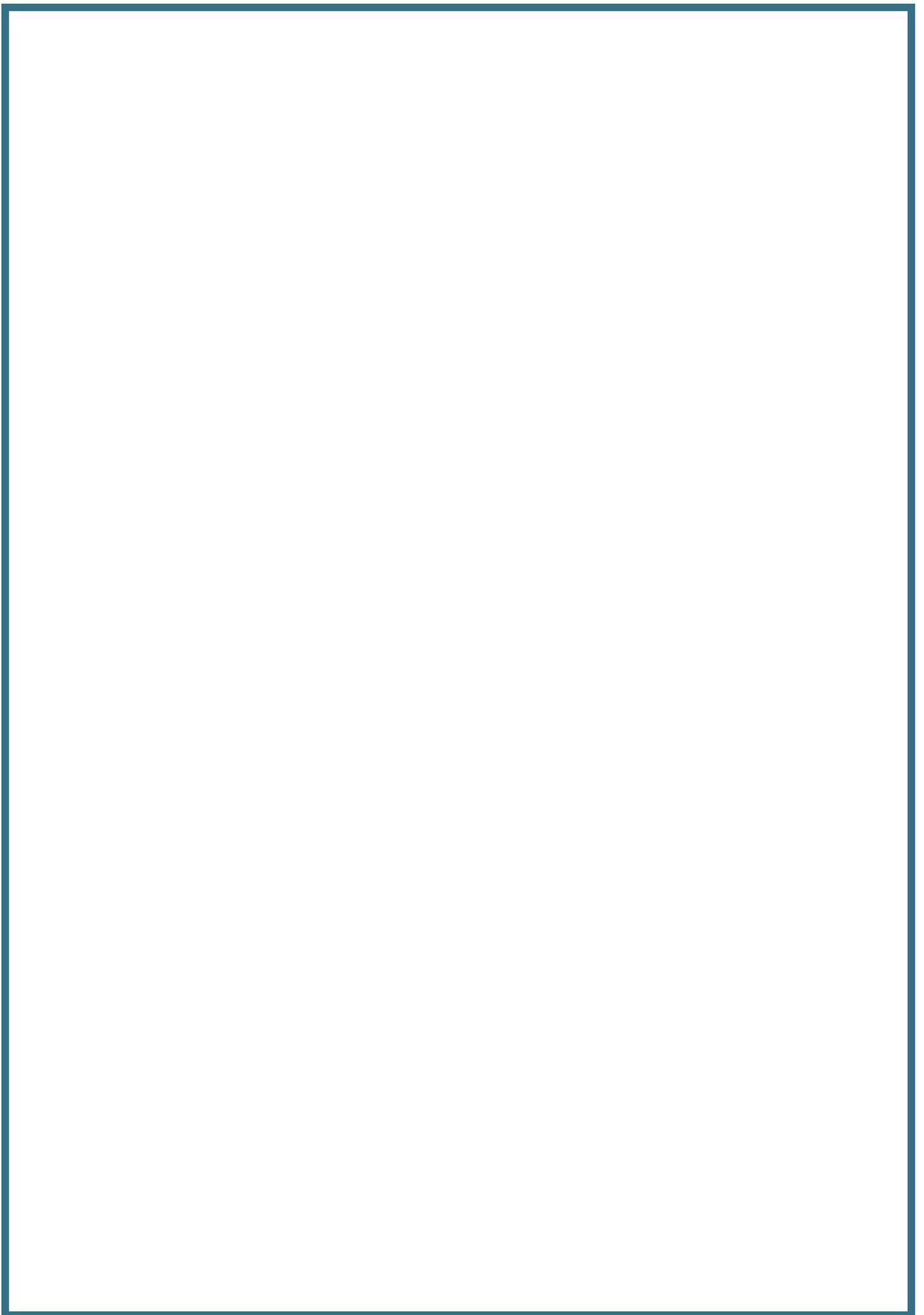
Headteacher

19/09/19

Date:

Chair of governors

Date:



1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
- The Management of Health and Safety at Work Regulations 1999
 - The Health and Safety at Work etc. Act 1974
 - Regulatory Reform (Fire Safety) Order 2005
 - **[Updated]** DfE (2018) 'Health and safety: responsibilities and duties for schools'
 - DfE (2015) 'Emergency planning and response'
 - DfE (2014) 'Fire safety in new and existing school buildings'
 - **[New]** DfE (2018) 'School security'
 - National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'
- 1.2. **[Updated]** This policy operates in conjunction with the following school policies and procedures:
- [Health and Safety Policy](#)
 - [Bomb Threat Policy](#)
 - [Adverse Weather Policy](#)
 - [Full Lockdown Procedure](#)
 - [Partial Lockdown Procedure](#)
 - [Fire Evacuation Plan](#)
 - [Personal Emergency Evacuation Plan](#)
 - [Business Continuity Plan](#)
 - [Exam Contingency Plan](#)
 - [School Security Policy](#)
 - [Security Risk Assessment](#)

2. Definitions

- 2.1. An 'evacuation' is the orderly removal of pupils, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building.
- 2.2. The term 'invacuation' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air.

- 2.3. 'Lockdown' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

3. Roles and responsibilities

- 3.1. The [governing board](#) will be responsible for:

- Ensuring the school meets its responsibility to keep all pupils, staff and visitors safe.
- Monitoring the overall implementation of this policy.
- Reviewing this policy, in conjunction with the [headteacher](#) and [health and safety coordinator](#), to ensure its effectiveness.

- 3.2. The [headteacher](#) will be responsible for:

- **[New]** Appointing a competent member of staff to lead on school security and the procedures outlined in this policy – this will be the [health and safety coordinator](#).
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- Ensuring all staff members are aware of this policy and can access a copy.
- Ensuring that new staff members receive training on the school's emergency procedures as part of their induction.
- Ensuring all staff receive training following any changes to the school's emergency procedures.
- Raising the alarm in an emergency and delegating this duty to a designated member of staff to carry out when they are not present at the school.

- 3.3. **[New]** The [health and safety coordinator](#) will be responsible for:

- Identifying the likelihood of a security-related incident occurring that would result in activating this policy, and assessing the level of impact of these incidents.
- Developing the school's invacuation, lockdown and evacuation procedures, in conjunction with the [headteacher](#).
- Delivering training to all staff members on the emergency procedures outlined in this policy.
- Leading rehearsals of emergency procedures.
- Recording all evacuation procedures, including drills and practices, in the [Evacuation Record Log](#) ([Appendix 1](#)).

- Reviewing the school's emergency procedures following any incident during which they were activated, and at least **annually**, to ensure the procedures remain effective.
- 3.4. **Mr Hadlow** will be responsible for informing the relevant external services, such as the police, in the event of an emergency.
- 3.5. The **site manager** will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.
- 3.6. **School office staff** will be responsible for:
- Providing the emergency services with copies of the school's site plan.
 - Ensuring that all contractors or external services working within the school are supplied with a copy of the school's emergency procedures.
 - Continuously monitoring any emergency situations and keeping both the emergency services and fellow colleagues up-to-date.
- 3.7. All members of staff will be responsible for:
- Acting in accordance with this policy at all times.
 - Ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.
 - Ensuring that registers are accurately taken during an invacuation, lockdown or evacuation, and reporting the names of missing pupils to the **headteacher** immediately.
 - Informing the **headteacher or school office** of any pupils missing from the classroom when the alarm was raised.
 - Maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.

4. Invacuation procedure

- 4.1. The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of armed intrusion, chemical spillages and air pollution.
- 4.2. The warning siren for the school's invacuation procedure is the sound of **ascending chimes**.
- 4.3. The **headteacher** will sound the alarm as soon as a concern has been raised.
- 4.4. Staff members will keep in contact using **mobile phones** to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.

- 4.5. Throughout the procedure, the **headteacher**, or another designated member of staff, will continuously keep other staff members updated, where possible, using **mobile phones**.
- 4.6. During an invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.
- 4.7. If staff are in buildings adjacent to where pupils or other staff members are outside, they will signal to the class to come inside immediately.
- 4.8. When all personnel are inside, doors and windows will be securely locked.
- 4.9. Main entrances into the school site will be locked if necessary.
- 4.10. Prior to the procedure, the **headteacher** will identify designated 'safe rooms' throughout the school building, which all staff members will be made aware of.
- 4.11. The school's designated 'safe rooms' are as follows:

Area of school	Designated room number	Designated staff member for that room 2019/20
Ground Floor	Staff Room	All Staff
	Head Teacher's Room	Geoff Hadlow
	Year 1 Classroom A	Mr Turner
	Year 1 Classroom B	Ms Beishon
	Year 1 Classroom C	Ms Gulczewska
Middle Floor	Year 2 Classroom A	Ms M Ali
	Year 2 Classroom B	Ms Adams
	Year 2 Classroom C	Ms Writer
	Literacy Room	All staff
	Setting Room	All staff
	Year 3 Classroom A	Ms Ali
	Computer Suite	All staff
	Year 3 Classroom B	Ms Bokciu
	Year 3 Classroom C	Ms Cambanakis
Top Floor	Year 4 Classroom A	Ms Aureliu
	Year 4 Classroom B	Ms Patel
	Year 4 Classroom C	Ms Khonat
	Year 5 Classroom A	Ms Syed
	Year 5 Classroom B	Mr Khan

	Year 5 Classroom C	Ms Begum/Mr Jones
	Year 6 Classroom A	Mr Everard
	Year 6 Classroom B	Mr Bennet
	Year 6 Classroom C	Ms Foster
Ground Floor (New Build)	FS Classroom A	Ms Mani
	FS Classroom B	Ms Godla
	FS Classroom C	Ms Saiyed
	Nursery	Ms Mamun
Top Floor (New Build)	Kitchen	Head Cook

- 4.12. Where an invacuation occurs during lesson time, pupils will be guided towards their designated 'safe room' by their classroom teacher or head of department, who will ensure that all pupils are accounted for.
- 4.13. When the invacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide pupils towards the nearest designated 'safe room'.
- 4.14. Visitors will be directed to the nearest designated 'safe room'.
- 4.15. Staff members will instruct pupils to stay away from the windows and doors.
- 4.16. Where necessary, pupils will be informed to lie or sit on the floor.
- 4.17. Pupils, staff members and visitors will remain in their designated rooms or positions until told to do so by the emergency services, or the headteacher has given an announcement to declare the risk has gone.
- 4.18. When the invacuation procedure has finished, pupils will return to their timetabled classroom where a register will be taken.
- 4.19. Throughout the invacuation procedure, the school office will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.
- 4.20. Following an occurrence necessitating the invacuation procedure, the following actions will be taken:
- A follow up talk with staff members and pupils will be delivered by the headteacher
 - Support will be sought where necessary, for example, from counselling services
 - Parents and other stakeholders will be informed via letter
 - The response to the crisis will be evaluated and procedures amended where necessary

- **[New]** The school's **Business Continuity Plan** will be activated to help restore normality following an incident

5. Lockdown procedure

- 5.1. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.
- 5.2. The **headteacher** will ensure that all staff members understand when and how this procedure will be implemented.
- 5.3. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- 5.4. The **headteacher** will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.
- 5.5. The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:
 - A local risk of air pollution
 - A civil disturbance in the local community with the potential to pose a risk to the school
- 5.6. The full lockdown procedure will be used in the event of, but not limited to, the following:
 - An intruder on the school site
 - A major fire in the vicinity of the school
 - The close proximity of a dangerous dog, or other animal, roaming loose
- 5.7. The signal given for staff members to implement the lockdown procedure is **three sharp blasts of the school bell**.
- 5.8. **[Updated]** Staff will be informed of the type of lockdown procedure that will be implemented and made aware that it is not a drill via **a public address system and internal messaging system**.
- 5.9. Lines of communication between staff members will be kept open using **two-way radios and mobile phones**; however, unnecessary calls to the school office will not be made as this could delay important communication.
- 5.10. As soon as the alarm has been raised, the **school office staff** will ensure that the relevant emergency services are informed and kept up-to-date with the situation.

- 5.11. In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest room.
- 5.12. Staff members will ensure that the toilets, canteen and playgrounds are cleared of all pupils, staff members and visitors.
- 5.13. Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.
- 5.14. If staff members, pupils or visitors remain outside during the implementation of a full lockdown, they will hide in the designated safe area, [description of safe area](#), until the emergency services have arrived.
- 5.15. Classroom teachers will be responsible for the pupils within their classroom.
- 5.16. When all personnel and pupils are inside, doors and windows will be securely locked, including fire doors, external doors and internal doors.
- 5.17. [Classroom teachers](#) or [phase leaders](#) will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for via [two-way radios or mobile phones](#), and an immediate search will be instigated, where appropriate.
- 5.18. Once all personnel and pupils are inside, the [SLT](#) will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- 5.19. All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.
- 5.20. Pupils may be asked to hide or disperse if this will improve their safety.
- 5.21. Pupils are instructed to take cover under their tables where possible.
- 5.22. In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.
- 5.23. **[Updated]** In the event of an air pollution issue or a chemical, biological, radiological or nuclear (CBRN) attack, air vents will be closed, where possible, as an additional precaution.
- 5.24. In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:
 - Blocking off access points by moving furniture to obstruct doorways etc.
 - Drawing all curtains and blinds
 - Turning off all lights and electronical monitors expressing light
 - Instructing all pupils to either sit on the floor, under a table or against a wall

- Ensuring all people are kept out of sight and away from windows or doors
 - **[New]** Activating retractable security bollards at access points to the school to prevent unauthorised vehicles from accessing the site
- 5.25. **[Updated]** All personnel will remain inside until an 'all clear' signal has been given by the **SLT**, or unless told to evacuate by the emergency services.
- 5.26. If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
- 5.27. Parents will be notified as soon as it is practicable to do so via the **text messaging server**.
- 5.28. Pupils will not be released to parents during a lockdown.
- 5.29. If it is necessary to evacuate the building, **a continuous ring of the fire alarm will be sounded**.
- 5.30. **[New]** The school's **Business Continuity Plan** will be activated to help restore normality following an incident.
- 5.31. In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least **once** a year.

6. Evacuation procedure

- 6.1. The school will carry out evacuation drills at least **once a term** in order to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.
- 6.2. In an emergency, such as a fire, the school's evacuation procedure will be implemented with the priority of getting everyone out of the school safely and calling the emergency services.
- 6.3. All staff members will have a copy of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.
- 6.4. New staff members will be advised of evacuation procedures as part of their induction training.
- 6.5. The designated fire warden for the school is **Rosie Strutt**.
- 6.6. The school has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.
- 6.7. The **headteacher** will ensure that all staff members are aware of the designated evacuation points.
- 6.8. The designated evacuation points for the different year groups are as follows:

Year group	Designated leader	Evacuation point
EYFS	Ms Kicman	Muster point – Playground far wall
KS1	Ms McDonnell	Muster point – Playground far wall
Lower KS 2	Mr Jones	Muster point – Playground far wall
Upper KS2	Ms Begum	Muster point – Playground far wall

- 6.9. The signal for the evacuation procedure to be implemented is the **continuous sound of the fire alarm**.
- 6.10. When the alarm is sounded, pupils and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.
- 6.11. Staff members will direct pupils to the nearest safe exit.
- 6.12. Staff members will be responsible for ensuring that exits are never obstructed or blocked.
- 6.13. Staff members will ensure that there are no pupils left in the toilets, changing rooms, corridors or school hall, etc.
- 6.14. Pupils will walk in an orderly and quiet manner to the designated evacuation point.
- 6.15. Staff members will be aware of any pupils under their care who have a **Personal Emergency Evacuation Plan (PEEP)**.
- 6.16. When pupils are lined up in their year groups at their designated evacuation points, a register and headcount will be taken.
- 6.17. Any missing pupil, staff member or visitor will be reported to the designated fire warden, detailing their name, the date/time and where they were last seen, and any other relevant information about the person, e.g. any medical conditions.
- 6.18. Missing personnel and pupils will be immediately searched for if it is safe to do so.
- 6.19. Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the **headteacher** or emergency services.
- 6.20. The **school office staff** will call the emergency services as soon as the alarm is raised and they have safely exited the building.

- 6.21. An [emergency evacuation pack](#) will be kept off the premises and nearby the school containing each child's emergency contact details, a first aid kit and a mobile phone. This is kept at [the site manager's office](#).
- 6.22. If required, parents will be contacted in order to collect their children. This will be done using the school's [text messaging server](#).
- 6.23. All evacuations will be recorded using the [Evacuation Record Log \(Appendix 1\)](#).
- 6.24. **[New]** The school's [Business Continuity Plan](#) will be activated to help restore normality following an incident.

7. Personal Emergency Evacuation Plan (PEEP)

- 7.1. Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.
- 7.2. The purpose of a PEEP is to enable the school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.
- 7.3. These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.
- 7.4. A PEEP will identify the following:
 - Any specific needs of the individual
 - Responsibilities of staff members
 - Specific evacuation routes, where applicable
 - Refuge areas
 - Any specific evacuation procedure requirements
- 7.5. Where possible, pupils with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.
- 7.6. PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available.
- 7.7. When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, their PEEP will be reviewed and amended to reflect these changes.
- 7.8. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.
- 7.9. PEEPs will be set out in the format demonstrated in [Appendix 2](#).

8. Fires

- 8.1. In the event of a fire, the school will invoke the evacuation procedure.
- 8.2. Under no circumstances will entrances to the school and emergency exits be blocked or obstructed.
- 8.3. Emergency lighting will be installed and appropriately used where necessary.
- 8.4. It is the responsibility of the [site manager](#) to ensure that exits are clearly marked.
- 8.5. The [site manager](#) will be responsible for ensuring every room is equipped with the necessary fire safety equipment.
- 8.6. All staff members will act as 'fire wardens' in the event of a fire.
- 8.7. The [headteacher](#) will delegate the role of [designated fire warden](#). This individual will undergo extra training and will take a lead role in the evacuation of the building.
- 8.8. If an evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the [Evacuation Record Log](#).
- 8.9. **[New]** The school's [Business Continuity Plan](#) will be activated to help restore normality following an incident.

9. Bomb threats

- 9.1. In the event of the school or a nearby area receiving a bomb threat, the [headteacher](#) will decide which procedure to use by taking into consideration which poses the least risk.
- 9.2. The school will act in accordance with the [Bomb Threat Policy](#) in order to ensure the welfare of pupils, staff members and visitors.
- 9.3. The school will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.
- 9.4. The emergency services will still be contacted if the threat is believed to be a hoax.
- 9.5. **[New]** The school's [Business Continuity Plan](#) will be activated to help restore normality following an incident.

10. Communication with parents

- 10.1. Arrangements and information regarding the school's evacuation, lockdown and evacuation procedures will be routinely shared with parents via the [newsletter or the school website](#).
- 10.2. In the event of any of the procedures taking place due to a real emergency, parents will be informed of any developments as soon as is practicable.

- 10.3. Parents will be informed not to ring or come to the school as this could interfere with the work of the emergency services and may result in putting themselves and others in danger.
- 10.4. The school will contact parents when it is safe for them to collect their child.
- 10.5. Whilst talking to parents, it is important for the school to reassure them that they understand their concern for their child's welfare, and that the school is doing everything possible to ensure the safety and wellbeing of all pupils.

11. Monitoring and review

- 11.1. This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date.
- 11.2. The next scheduled review date is April 2020.
- 11.3. **[New]** This policy will also be reviewed and evaluated following any incidents which required it to be activated.
- 11.4. The review will be conducted by the health and safety coordinator, in collaboration with the headteacher and the governing board.

Evacuation Record Log

Date and time of evacuation	Reason for evacuation	Confirmation of taking registers	Time it took to evacuate	Problems which delayed the evacuation	Further actions to improve the procedure	Any other relevant information
<u>10/04/2019</u> <u>10:20am</u>	<u>Fire drill</u>	<u>Signed by headteacher</u>	<u>18 minutes</u>	<u>Confusion amongst the EYFS class</u>	<u>EYFS pupils will undergo further practice drills</u>	<u>None</u>

Personal Emergency Evacuation Plan (PEEP)

PEEP for a pupil at Shaftesbury Primary School

This section is to be completed by the **SENDCo**. If the individual has classes in more than one building, it may be necessary to prepare a separate PEEP for each building.

Name: _____

Form and year group: _____

Building: _____

Awareness of procedure

School Staff and Children are informed of a fire evacuation by the...

Existing alarm system

Designated assistance

The following people have been appointed to give assistance to Rosie Strutt in the event of an emergency:

Name of designated person: _____

Contact details of designated person: _____

Name of designated person: _____

Contact details of designated person: _____

Name of designated person: _____

Contact details of designated person: _____

Methods of assistance (e.g. transfer procedures, methods of guidance)

1:1 Escort and Evacuation Chair movement

Equipment provided : - Fire alarms, Mobile Phones, Evacuation Chair

Personal evacuation procedure (a step-by-step breakdown from the first alarm sound)

Fire Evacuation/ Bomb Alarm Sounds

1. Teachers and Support Staff guide children to stand by room door quietly.
2. Teachers advise children to keep quiet and to stay together and then to follow.
3. Support Staff guide the back of the line of children to ensure all keep in line.
4. In upper floors Teachers and Support Staff guide children to ground floor via correct stairway.
5. Teachers and Support Staff escort children to assembly point in the playground.
6. Children are lined up by perimeter wall.
7. Office staff give Teachers class registers to check all children are present.
8. Office staff collect electronic print out of present staff and check all are present at the playground assembly point.
9. Fire wardens 'sweep' designated floors to check for unaccounted children and adults.
10. Designated staff collect and escort PEEP children and those who need evacuation chairs to playground.
11. Head Teacher reviews situation to decide whether evacuation persists or whether personnel can return to building.
12. If Bomb threat Staff guide children along to Plashet Park

Lockdown Alarm Sounds

1. Teacher Locks class room door
2. Teachers and Support Staff guide children to hide under their tables in the class room quietly.
3. Teachers advise children to keep quiet and not to panic.
4. If Classes are not in their classroom, Teachers guide class to the closest safe room.
5. Head Teacher reviews situation to decide next steps based on the instructions given by the police.

Reviews headteacher name: Geoff Hadlow

headteacher signature: 

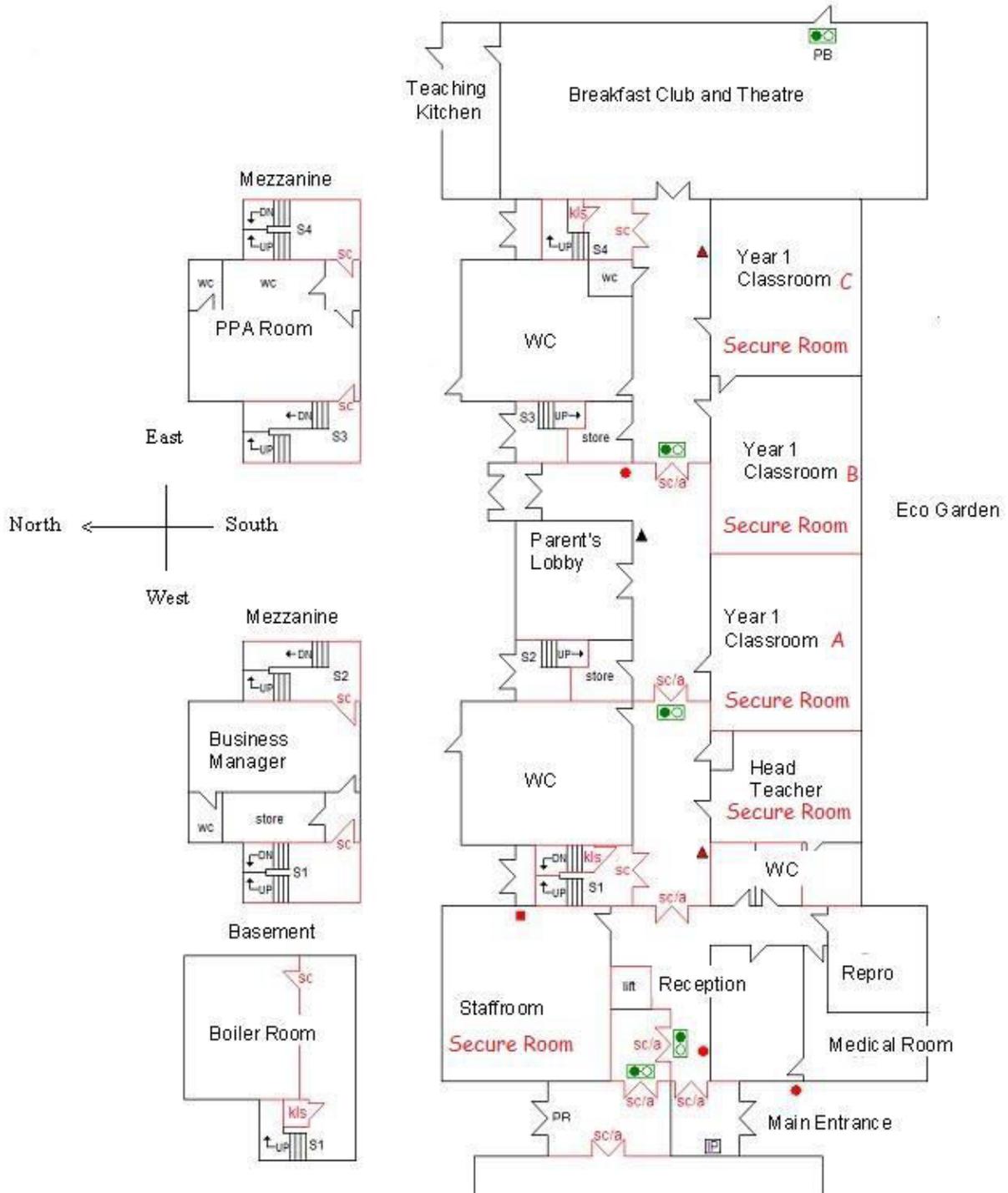
Date: _____

Individual's name: Joanne O'Connor

Individual's signature: _____

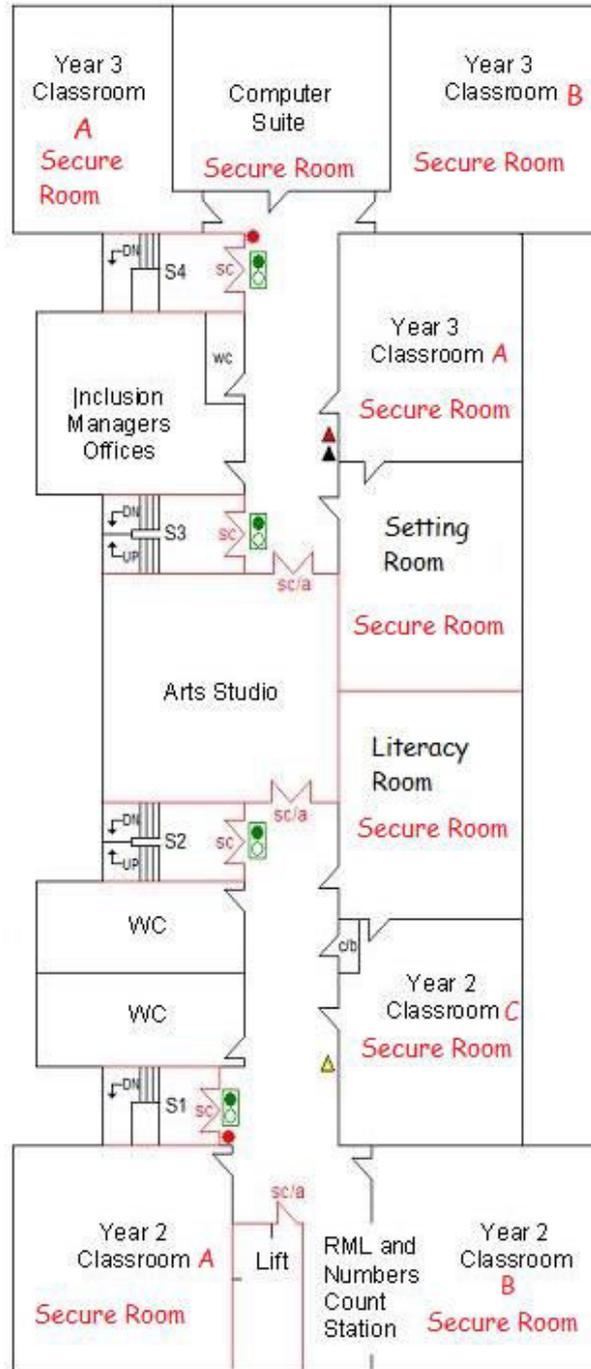
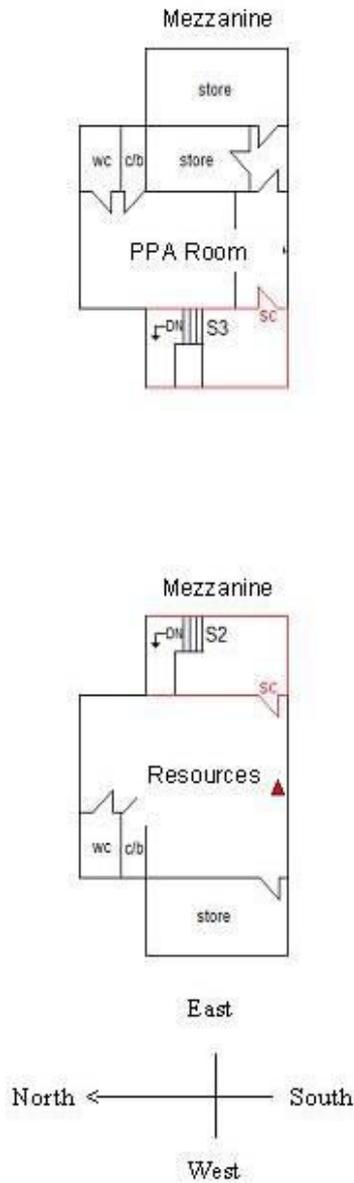
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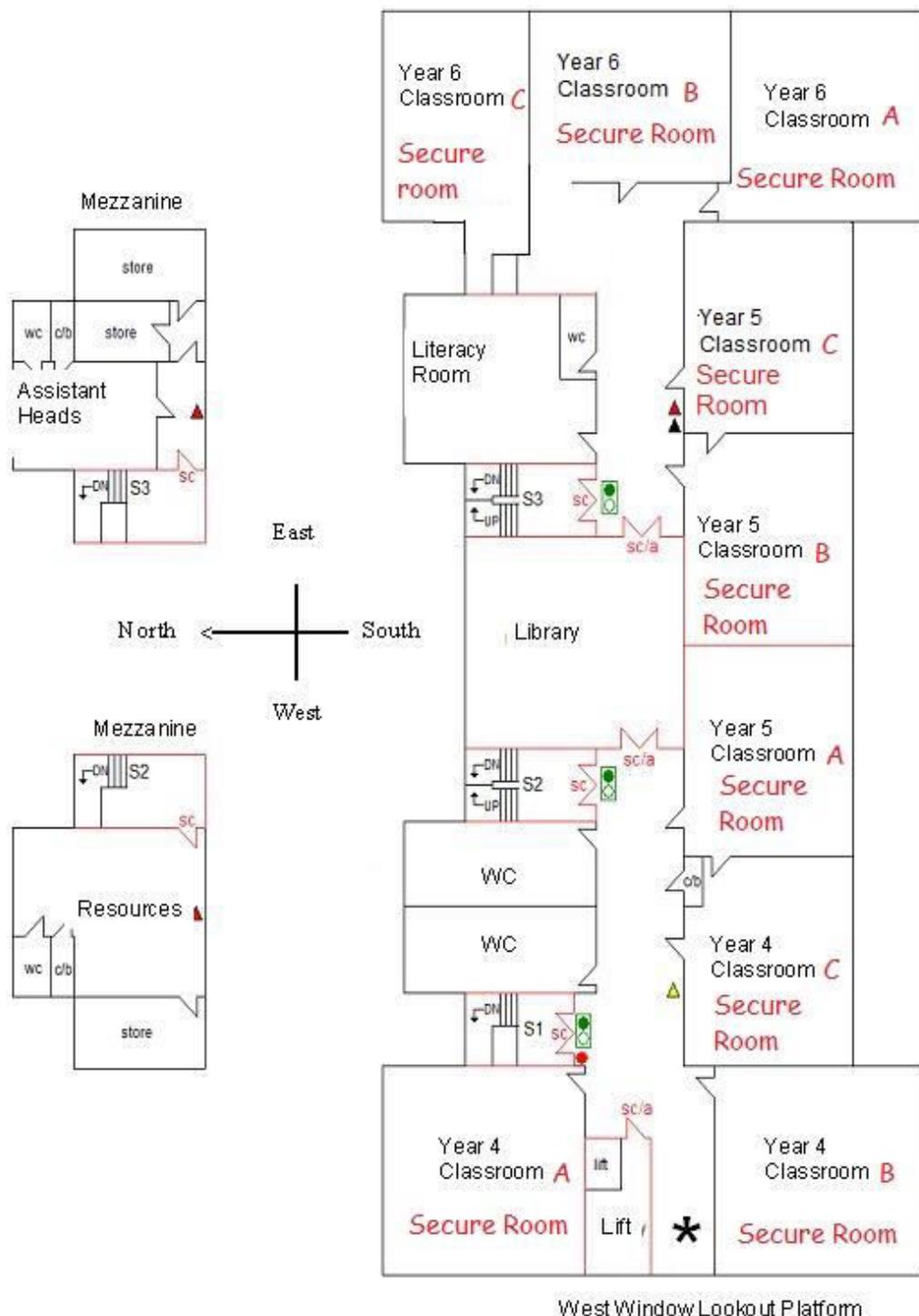
Shafesbury Primary School—Ground Floor

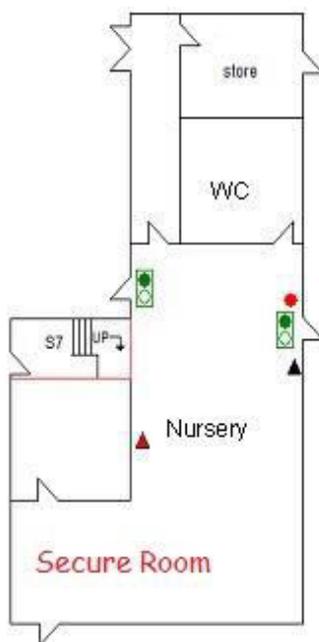
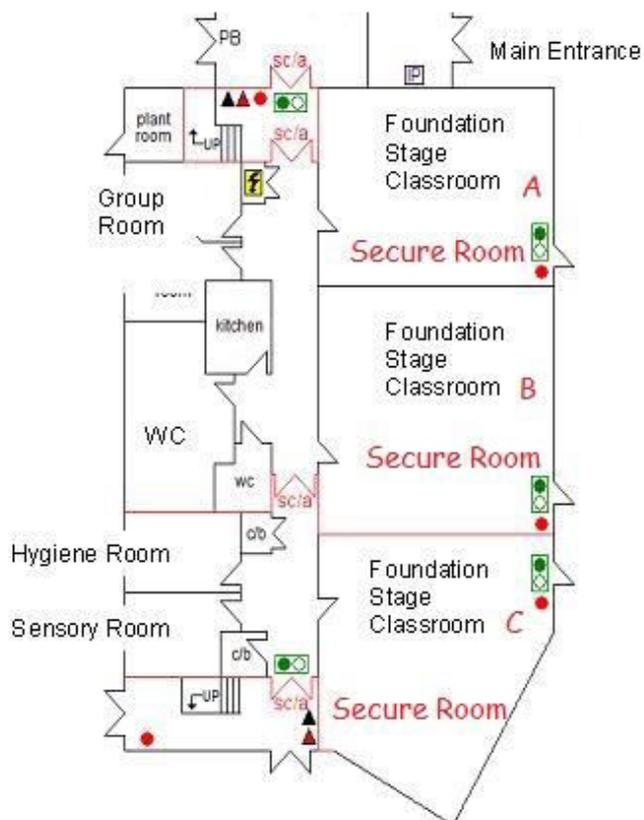


To EYFS

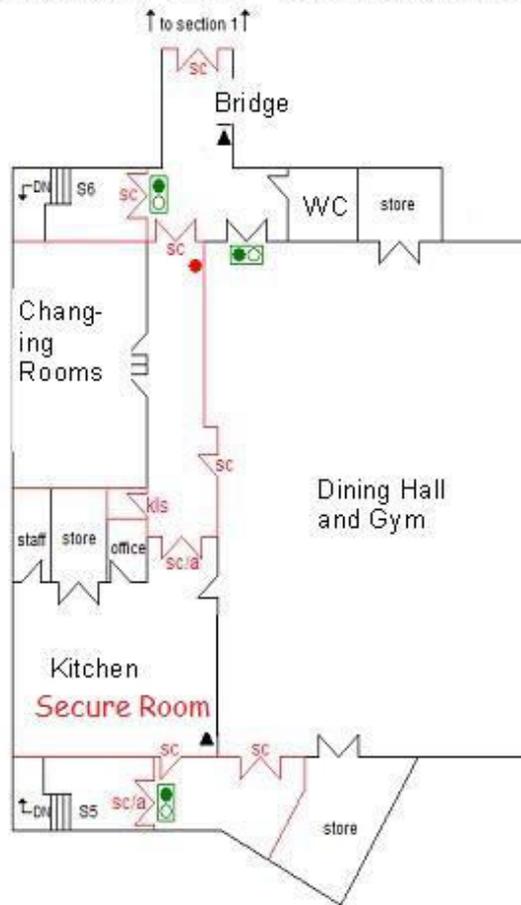
Shaftesbury Primary School – Middle Floor







Shaftesbury Primary School—'New Building' Top Floor



Staff Accommodation

