



## **BROADMOOR PROCEDURE**

1. If the Broadmoor alarm sounds during lessons, they will continue as normal, except for P.E., which will follow normal wet weather procedures. All staff are asked to be extremely vigilant and not allow students out of the classroom unnecessarily. Site staff secure external doors and gates.
2. At break time all students will remain in classrooms. Staff who are free provide support in corridors and around buildings. Free staff should meet in reception at the start of each lesson to be allocated duties.
3. At lunch time students who normally go home to lunch remain in school and have a school meal. (A rota for going to the canteen will be emailed to staff and they should go to tutor bases when the lunch bell rings). (All students to remain in tutor bases and staff follow email instructions).
4. After lunch, students register and go to lesson 5 as usual. Students should be escorted across the playground.
5. At 2.55 pm students return to tutor bases with tutors. (Any period 6 lessons are cancelled).
6. Students who are allowed to go home (those with NO asterisk in the register) may do so in groups.
7. Tutor and remaining students (those indicated in the register by a red asterisk) stay in tutor base until instructed to move students to larger room eg. Hall.
8. When numbers have reduced, tutors escort remaining students to the hall where they will be supervised by senior staff.
9. Students will be allowed to leave when parents arrive at school. Runners will come to classrooms/ tutor bases/hall.