

21<sup>st</sup> December 2017

Dear Parent/Carer

**Incident on 20<sup>th</sup> December 2017**

I am writing to you to communicate details regarding the incident which occurred at the school on Wednesday 20<sup>th</sup> December.

A phone call was made to the school at 2.15pm by a member of the public threatening an individual in the school. The school took the appropriate action and every precaution was taken to ensure the absolute safety of all students and staff throughout the process. This was managed incredibly well by all staff and students. Students were able to leave school at 2.45pm.

At all times the Police were guiding the situation, they were very sensitive and practical to the needs of the school, whilst ensuring the safety was paramount – I cannot thank the Police enough.

We communicated with parents at the most appropriate and relevant times following our due processes. I am now following up with this letter, as I am now in a position to communicate this information.

I would like to thank you for your support and understanding as witnessed through social media and conversations that we have had with you.

Yours sincerely



**Ms H Tyrrell**  
**Vice Principal**