**INSERT SCHOOL HEADER**

**<insert today’s date>**

Dear Parent(s)/Guardian(s),

As part of our district wide school safety protocols we conducted safety drills today at school. The drill was effective in honing our skills in responding to a potential emergency during the school day. The staff and students responded extremely well and I am very proud of all of them I encourage you to talk with your child about our drill today and what they learned.

At all times your child will be safe and in good hands. We just want to be better prepared if we should have an actual emergency situation. The safety and security of our students, staff and campus are of the utmost importance to us.

If you have any questions please feel free to contact us at any time. Thank you for your cooperation and support of our activities.

Sincerely,

Principal