

28th November 2023

Dear Parents and Carers,

Re: Enhancing safety in our school

I am writing to inform you that on Wednesday 13th December, we will be practicing our “lockdown drill” with all pupils in school. This will be the first practice of the academic year. Later in the school year, we will again practice this procedure including over unstructured times – playtimes or lunchtimes. Repeating and normalising these routines, will support us in embedding this drill into school life, so it becomes a standard routine that pupils are familiar with, in the same way as our fire drills.

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practicing procedures like this will make sure the school remains a safe place to learn. We will not unduly alarm the children and will explain that a lockdown procedure would be needed for things like a gas leak or dust cloud in the local area.

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Our procedure

Our lockdown procedure is as follows:

- Staff and children will be notified of a lockdown by the sounding of an megaphone and the blowing of a continuous whistle
- Staff and children will move immediately inside to their own classroom
- Staff will make sure all pupils are accounted for by taking the register
- Staff will close and secure doors and windows, draw the blinds and turn off any light or electronic devices
- The emergency services will be called if they are not already aware
- In the event of a partial lockdown, e.g. a chemical or pollution incident, the children and staff will remain sat calmly at their desks or on the carpet area.
- In the event of a full lockdown, e.g. a dangerous person on the school site, the children and staff will sit underneath the tables and move furniture to block the doors.

Instructions for parents in the event of a lockdown (if this is a “real” drill and not a practice drill)



- Parents will be informed that the school is in partial or full lockdown via our school text messaging service
- Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services
- Parents should not discuss the event on social media, as this may spread false information and create panic
- If the lockdown continues beyond school hours, we will use the school text messaging service to notify parents when and where they will need to collect their children from.

If you or your child have any further concerns or questions, please do not hesitate to contact Mrs. Webber (School Business Manager) or Mrs. Stevens (Safeguarding Officer).

Yours sincerely,

Mrs. Murfin

Headteacher