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Thursday 21st November 2023

Dear Parents & Carers

Re: Emergency Lockdown Procedure

As you may be aware, all schools have to have a lockdown procedure in place in case of emergency. On Monday during assembly we explained to our pupils that we will be practising our lockdown procedures in the next few days.

This will be done sensitively so as not to cause any distress, in the same way that we practised the Fire Evacuation Procedure before the half term.

During the practise we will ask the pupils to remain in their classroom, or move quickly to their closest classroom, where pupils will be registered again. Pupils will then sit quietly in their form rooms whilst we shut the blinds, cover windows in the classroom doors and check that all adults and pupils are present and correct throughout the school.

The scenario we will use to practise will be the risk of air pollution from an accident and this be our reasoning for needing to quickly make our way inside and stay in our classrooms until we know it is safe to go outside again.

Lockdown procedures are important and will be used in response to an internal or external incident which could be a threat to the safety of pupils and staff in the school.

Lockdown procedures may be activated in response to any number of situations, including:

1. A reported incident or disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog

Below is information for parents/carers on how we will keep you informed should a lockdown situation arise: Where appropriate, parents/carers will be notified that there is a lockdown situation as soon as practicable to do so via the school app or text service. Parents/carers will be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety.

The following is important information:

- Parents/carers should not contact the school as this will tie up the phone lines;
- Parents/carers should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
- Parents/carers should wait for the school to contact them about when it is safe to collect their children.
- Pupils will not be released to parents/carers during a lockdown.

Hopefully, we will never have a situation where we would need to use lockdown but we all feel safer knowing that we have procedures in place for such an eventuality.

Yours Sincerely

Headteachers: C Greenhough & D England



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