



Dear Parent/Carers

Re: Emergency Lock Down Procedure

As you may be aware, all schools have to have a lockdown procedure in place in case of emergency. We will practice the procedure at least annually with children so that they would know what to do should we ever need to use lockdown. This is done sensitively with children so as not to cause any distress, in the same way that school would practice the Fire Evacuation Procedure.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school. Lockdown procedures may be activated in response to any number of situations, these may be:

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

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Below gives guidance for parents:

If necessary, parents/carers should be notified as soon as practically able to do so, via email, that there is a lockdown situation. They should 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:

- *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*

Next week (W/C: 05/10/26) a planned lockdown drill will take place in school. Prior to practising this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure that school remains a safe place to learn.

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe

If you or your child have any concerns or questions, please do not hesitate to contact school.

Yours sincerely

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