



5th October 2017

Dear parents,

As you are no doubt aware, the school places the safety of its children and staff as its utmost duty and this is evident on a day to day basis. We are always researching and evaluating best practice in the safety of everyone on our site and this will always be the case. However, I am writing to inform you of the school's lockdown drill that is due to take place on Thursday 19th October. Following this date, lockdown drills will take place on an annual basis.

During a lockdown, staff members will keep pupils indoors for a period of time, rather than use outdoor areas, open spaces or corridors. The drill will be timed to ensure it causes the least possible disruption to pupils' learning, whilst providing a test of the lockdown procedures. It is essential we carry out this drill, so that in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement. The drill process will be explained to pupils beforehand. We hope the lockdown procedure will never have to be used, but need to ensure we are fully prepared for all situations.

The school's lockdown procedure will come into effect in any of the following circumstances:

- In the event that an unauthorised person(s) considered dangerous, are on school grounds.
- In instances, including domestic breakdowns, where estranged parties are attempting to gain access.
- In instances where personnel, pupils or volunteers become a threat to the wellbeing of others.
- In emergency situations where there is a risk from poisonous fumes or a chemical spillage.
- If a dangerous animal is on the premises.
- In an extreme weather event, causing the pupils to be at risk.

This lockdown procedure is of course very different to an evacuation procedure and we of course continue to practice this on a termly basis which is usually planned for in the event of a fire.

Whilst I appreciate that this letter may alarm or concern many of you, I would like to assure you that such events are incredibly uncommon and I am sure you will agree that without such preparations, we would, as a school be vulnerable with regards to our preparations. If you have any concerns or questions, please contact the school for further details.

Yours sincerely

Mr. R. Cruise
Headteacher



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School Award

"Happy children, inspired learners"

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