

3<sup>rd</sup> July 25

Dear Parents/Carers

As part of our ongoing commitment to the safety and wellbeing of all students and staff, we will be conducting a **lockdown drill** in the near future. This drill is similar in nature to our routine fire drills and is an important part of our school's safety procedures.

We understand that the idea of a lockdown drill can be concerning for some students and parents. Please be assured that the safety and emotional wellbeing of our students is our top priority. We are carefully preparing students through age-appropriate discussions during our morning meetings to help them understand why this drill is necessary and to ease any worries they may have.

### **Why do we conduct lockdown drills?**

Although incidents that require a lockdown are extremely rare, it is vital that everyone in the school community knows what to do should an emergency arise. Being familiar with these procedures helps keep everyone calm, safe, and organised in the unlikely event that a lockdown is needed.

Lockdown procedures may be activated in response to situations such as:

- A reported incident or disturbance nearby that could pose a risk to the school community
- An intruder on the school grounds
- Warnings about local hazards like smoke, gas leaks, or air pollution
- A major fire in the area
- The presence of a dangerous animal nearby
- Serious accidents requiring emergency services and restricted access

There are two types of lockdowns: **partial** and **full**. During this drill, we will practice the **full lockdown procedure**, which includes:

1. The Senior Leadership Team will initiate the lockdown alarm.
2. A distinct continuous alarm tone will sound (different from the fire alarm).
3. Staff will use radios to communicate that the lockdown is in effect.
4. All students will remain in their classrooms or be escorted to the nearest safe room if they are in open areas.
5. Classrooms will be locked, windows secured, and blinds drawn.
6. Everyone will remain seated quietly and calmly.
7. Any outdoor activities will stop immediately, with students and staff moving to the nearest safe indoor area.
8. The drill will last only a short time and will end when the alarm stops and staff receive an all-clear message.

Once the drill concludes, classrooms will return to normal immediately, and lessons will resume as usual.

We recognise that this drill might be unsettling for some younger children, and we will ensure the process is handled calmly, with care and support throughout. Your help in reassuring your child at home about the importance of these drills is very much appreciated.

If you have any questions or concerns, please do not hesitate to contact me directly.

Thank you for your support in helping us keep our school community safe.

Yours sincerely



Mr S Clough  
Headteacher

