

February 2024



Dear Parents and 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 have reviewed our procedures and a copy of the policy is now on our website. 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 and age-appropriately 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/ civil disturbance in the local community (with potential to pose a risk to staff and pupils)
2. An intruder on the site (with potential to pose a risk to staff and pupils)
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 /animal roaming loose

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

You may wish to read the full policy; however, this section gives the guidance for parents.

*If necessary, parents/carers should be notified as soon as practicable to do so via the school messaging and email alert system 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:*

- *they should not contact the school as this will tie up the phone lines;*
- *they should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;*
- *they should wait for the school to contact them about when it is safe to collect their children.*

Pupils will not be released to parents 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 any eventuality that would keep our children safe.

Kind regards

Mrs S Brett  
Head Teacher