

June 2024

Dear Parents/Carers,

Lockdown Drill – Wednesday 17 July 2024

I am writing to inform you that the school's lockdown drill is due to take place on **Wednesday 17 July 2024 between 2.10pm and 3.00pm**. This is a routine safety procedure and can be likened to a Fire Drill. Following this date, lockdown drills will take place annually.

Lockdown is necessary when children and staff need to be locked within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Pupils will be spoken to about the arrangements beforehand to allay any concerns. Pupils with SEND will receive an additional briefing from the SEND Team.

It is essential we carry out this drill, so that in the case of a real emergency situation, staff and pupils are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement.

After the Headteacher has given direction for the lockdown drill to commence, the following procedures will be rehearsed:

- Teachers and support staff will direct pupils inside, by the nearest entry point.
- Teachers and support staff will close and lock all exterior doors.
- All windows will be secured and blinds closed.
- Pupils will be directed away from doors and windows.
- Teachers will reassure pupils throughout the procedure.
- Nobody will be allowed in or out of any building for the duration of the drill.

We hope the lockdown procedure will never have to be used, but need to ensure we are fully prepared for all situations.

Thank you for your support of our safeguarding protocols.

Yours sincerely

Mr D J Mills
Deputy Headteacher and Designated Safeguarding Lead