

**LOCKDOWN DRILL** – Letter to Parents/Carers

Dear Parent/Carer

**Re: Keeping Pupils Safe – Lockdown Procedure**

One of our top priorities as a school is keeping pupils safe. Part of our procedures for doing this include regular drills so that pupils are fully aware of what they need to do during an emergency.

The school has recently developed a ‘lockdown’ procedure. This procedure has been established to ensure staff and pupils know what to do should we ever find ourselves in a situation where we need to lockdown the site to keep pupils and staff safe from any threat.

We hope we will never have to enforce a site lockdown however, to ensure staff, pupils and parents/carers are prepared for such an eventuality we will be practising the lockdown procedure once per year, in addition to our statutory fire drills. In order to ensure parents/carers are sufficiently informed about such events the following has been put in place:

In the event of a lockdown drill, parents/carers will receive the following message via SIMS Parent App, approx. 10-15 minutes before the drill:

* **The school is about to do a lockdown drill. This is just a TEST.**

 **There is no need to panic, and no need to contact school or your child.**

and again, 10-15 minutes after the drill has ended, or as soon as is practicable and safe to do so:

* **The school has just done a lockdown drill. This was just a TEST.**

**There is no need to panic, and no need to contact school or your child.**

In the event of a real lockdown, parents/carers will be informed via SIMS ParentApp, once the situation has been dealt with, or at a relevant and appropriate time during the ongoing situation. All attempts will be made to keep parents/carers fully informed during such an event.

Please do not hesitate to contact me should you have any questions or queries.

Yours sincerely

Ms S Mattock

Headteacher