



Dear Parent/Carer

Re: Lockdown Procedure

One of our top priorities as a school is keeping all our students and staff safe. Part of our procedures for doing this include regular drills so that everyone is fully aware of what they need to do during an emergency. Considering recent events, we are keen to reshare our lockdown procedures and how we would communicate with you in the unfortunate event of a lockdown.

The school has a clear 'lockdown' procedure in place, we have recently reviewed this to include facilitating a lockdown during break or lunchtime when our students are out of lessons. In the coming weeks this will be shared during tutor time, and we have ensured there are personalised plans in place for our students with complex needs.

This procedure has been established to ensure staff and students know what to do should we ever find ourselves in a situation where we need to lockdown the site to keep our school community safe from any threat.

We hope we will never have to enforce a site lockdown however, to ensure staff, students and parents/carers are prepared for such an eventuality we will be practising an unannounced lockdown drill before the end of this academic year.

Some key points to note:

- Students must have their phones on silent at school and this is extremely important in a lockdown. All staff and students will be asked to lock themselves in their/a classroom, close the blinds and remain out of sight. If we had an intruder in school, the noise from phones can signify a student's presence. Whilst I appreciate the level of panic parents/carers will be experiencing, it is vitally important you don't contact the school, or your child, until lockdown has ended, we will communicate as soon as it is safe to do so.
- We have robust procedures in place and part of this is carefully mapped against the safety of all our staff and students. As parents/carers you may be concerned and feel you need to come to the school site, I would strongly advise against this, as the site will be locked down, this is to ensure the safety of all involved in the lockdown. To reiterate the point, we will communicate as soon as it is safe to do so.



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- During a break or lunchtime, all students will be instructed to go to their nearest and closest open classroom. Staff will be expected to do the same and they will lockdown within mixed groups. We have zoned our outside areas and staff will be there to ensure students are able to get to their closest classroom, supported by a member of staff.

To ensure you are sufficiently informed about any lockdown procedures the following has been put in place, this process would be the same for a real lockdown, or a drill.

In the event of a lockdown drill, parents/carers will receive the following message via Arbor Parent App. This will be 10-15 minutes before any of the drills:

- **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.

In the unlikely event of a real lockdown, you will receive the following message via Arbor Parent App:

- **The school is in lockdown.**
There is no need to panic, please do not contact school or your child.

There will be a live banner placed on our school website that will also detail the school is in lockdown.

In the event of a lockdown drill, you will then receive the message below 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, you will be informed via Arbor 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 you fully informed during such an event, but the priority will be to ensure the site is safe and if needed, emergency services have been informed. Upon completion of the lockdown, you will receive the following message via Arbor Parent App:

- **The school has now safely ended the lockdown.**



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We have robust procedures and processes in place, we will always ensure that you are kept fully informed about any such actions and their outcome. We will always review what has happened and take appropriate actions to ensure the safety and support of all our students.

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

Yours sincerely

Ms S Mattock
Headteacher



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