

HEADTEACHER
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Monday 15th September 2025

Dear Parents/ Carers,

As part of our regular review of school policies and procedures, and in conjunction with our governors, I would like to share with you the lockdown procedures we have in place at our school. These are standard safeguarding measures to ensure we are prepared for any eventuality. They are not in response to any specific concern.

In the event of a lockdown, staff will be alerted to secure all doors and prevent entry to, or exit from the school building. A continuous bell will be used as the lockdown signal. During the next fortnight, I will explain this to the children in a whole-school assembly, followed by discussions in class led by their teachers. We will present this in a calm and reassuring way, for example explaining that the bell might sound if a dog were to get loose on the playground. The only action children will need to take is to remain in their classrooms and stay silent.

Just as a fire drill is about keeping safe by moving outside, a lockdown is about keeping safe by staying inside. We will then carry out a lockdown practice, just as we regularly practise fire drills. Parents will be informed once a practice drill has taken place.

We know some children may feel anxious about this, and staff will speak to them sensitively, in ways appropriate for their age, to emphasise that this is simply a precaution and nothing to be worried about.

If a real lockdown were ever to happen, the absolute priority will always be the safety of pupils and staff. Once we are confident everyone is safe, we will then communicate with parents and carers, using our text and email service.

Although we hope we will never need to use it, having clear procedures in place helps us ensure the safety and wellbeing of everyone in our school community.

Yours sincerely,

Mr W. Allen
Headteacher



Artsmark
Silver Award
Awarded by Arts
Council England