



28th June 2024

DSI/cb

Dear Parent/Carer,

RE: Lockdown Practice

As you may be aware all schools are required to have a policy in place that informs all staff and pupils on how to respond in a lockdown situation.

Please can I emphasise that the probability of an incident involving an intruder(s) seeking to cause harm in any school is very low. However, in exactly the same way that schools should prepare for a fire, they should be prepared to respond to all eventualities. Our lockdown policy is not intended solely for use in cases of intruders, but could also be employed whenever the safety of staff and pupils could be at risk, for example in cases of civil disturbance or a major fire or other incident nearby.

So that staff and students are rehearsed on what to do in the event of a lockdown we will be doing a lockdown practice in school in the week beginning 1st July. Please can I reiterate that this is just a practice run so that students are familiar with the alarm that will sound in the event of a lockdown and they know what to do if a lockdown was instigated. To ensure that no student becomes distressed during the practice we will be informing students that one has been planned in that week. Students are aware that they should not be using their mobile phones during a lockdown and should follow all staff instructions attentively. Please could you reinforce this message at home when you are discussing this with your daughter.

If you have any questions or concerns, please do not hesitate to contact your daughter's form tutor in the first instance. We understand that such drills can sometimes be unsettling for students. Our staff will provide guidance and support to help students understand the importance of these practices and to address any concerns they may have.

Many thanks for your support in this matter.

Yours faithfully,

Ms D Singh
Head of School