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Headteacher: Mr M Wignall

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Dear Parent/Carer

### Re: Emergency Lockdown Procedure

Our primary aim as a school is the safety and wellbeing of our students. To support us in achieving this aim we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the school.

One of these policies is our 'Lockdown' procedure; the aim of this policy is to support our staff in safeguarding students from a variety of potential hazards that may arise, these include:

1. A reported incident or disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a risk of local air pollution (smoke plume, gas cloud etc.);
4. A major fire in the vicinity of the school;
5. The close proximity of a dangerous animal.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

In the event of an emergency that requires the school to be locked down, the following actions may be taken - please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- Staff will ensure all students are inside the school buildings and lock any outside doors and close any windows that may be open;
- If students are outside, staff will bring them back into their classrooms;
- A register will be taken and any student not present will be notified to senior staff who will arrange a search for the missing student;
- Site staff will ensure all external doors are secured and closed;
- Emergency services will be notified;
- A message will be sent to parent/carers via text to advise of the emergency;
- Students will not be released from the school until the all clear is given;
- **Parents/Carers MUST NOT try to contact or come to the school until the all clear has been given by text/email. This can both block essential routes of communications and hamper the emergency services.**

Please could you familiarise yourself with the procedures outlined above so that in the unlikely event that we have to put this process into action you are aware of the arrangements.

We will be holding a lockdown drill in due course but please be re-assured that prior to this we will brief the students appropriately and in a sensitive manner.

Yours faithfully

Mr M Wignall  
Headteacher

