



*Learning together - enjoying success - aiming high –
celebrating difference – enriching community*

9th November 2023

Dear Parents/Carers,

Plans for Emergency Management

As part of the schools planning for emergency situations you will likely be familiar with the fact that on a regular basis we practice processes related to a fire alarm being sounded. As a result of these practices, procedures are smooth and effective. We recognise those children who may need support during these practices and ensure that they are not uncomfortable during what is an essential process.

The school's Emergency Management Plan sees us required to consider the need to 'lockdown' the school in relation to events that may mean it is critical that children are maintained safely within their classrooms. Such a response would see school adults locking themselves and children in classrooms, closing windows and keeping away from doors and windows.

In the same way as we do for 'fire drill', over the coming weeks and months we will carrying out 'lockdown' practices to enable us to create and follow processes, and foresee any challenges that such a situation may present. This will see each class gathering all children in their care, closing windows, locking doors and confirming numbers for a short period before the school day then continues as normal.

We will talk to children ahead of these practices where appropriate so that procedures and expectations can be shared. During practices which take place we will support those children who may find the process difficult to manage or understand, in the same way as we do fire drills. It is not our current intention that practices will involve shielding or protecting children beyond having them safely within classrooms.

I hope this letter explains the landscape around these practices and as such will allow you to talk to you child calmly should they speak with you about 'lockdown' practices. We would encourage any discussion to be framed in the same way as you might discuss a fire practice with your child. If it would be helpful to talk this discussion through with your child's teacher please feel free to approach them.

As we know, similarly to our responses to a fire, it is highly unlikely that 'lockdown' procedures will ever need to be relied upon in an active situation but we are grateful for your support in enabling us to make sure that we are prepared should the need ever arise. Should an active lockdown situation ever arise in the future we will contact you by email and text via School Gateway to share the circumstances and outcome of the event.

Yours sincerely,

Scott Hampton
Acting Head Teacher