

Head Teacher. Colin Marks
Trust Executive Deputies. Nick File
Trevor Goakes

Dear parents and carers,

Thursday 7th March 2024

A vital part of everyday school life is ensuring the pupils, staff and visitors in our school remain safe and that we have the appropriate procedures and policies in place to support this.

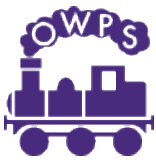
One we have in place is the 'Lockdown Procedure'. The purpose of this is to keep everyone in the school building (and on site) safe if something was to happen that could potentially cause harm to anyone. Examples of this could be an animal on site such as a dangerous dog, serious weather conditions or a stranger attempting to enter the building.

Although, in all the time I have worked here, we have never had cause to follow a lockdown procedure, it is important that we are prepared to do so if required. The same can be said for the fire alarm procedure. We carry out a fire drill each term to ensure we all know what to do in the event of the alarm sounding and schools are advised to run a lockdown drill each year for the same reason.

Next week we are going to carry out a lockdown drill in school. The children will all know when it is going to take place and they will also know what they will be asked to do. They always take fire drills seriously and their behaviour is brilliant throughout. I have every confidence that we will see the same attitude from them during this drill. Teachers will talk to the children in a sensitive and calming way to explain why we are practising this procedure.

When we carry out the drill, the children will hear an alarm in school telling them that it is started and then we will follow the CLOSE procedure:

- **C** - Close all windows and doors,
- **L** - Lock up,
 - **O** - Out of sight and minimise movement,
 - **S** - Stay silent and avoid drawing attention,
 - **E** - Endure. Be aware you may be in lock down for some time.



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Obviously, we will not need to endure for long and the drill will be completed in a few minutes. Lessons will then resume as normal. Children will have an opportunity to ask questions afterwards and we will check that our procedure worked and make any necessary changes if required.

Thank you for your continued support.

Kind regards

Mr. Marks
Headteacher

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