



17 October 2022

Dear Parents and Carers,

I am writing to give you advanced notice that during this week we will be practising our school lockdown procedure. This is a drill where the children remain in their classes for a short period of time.

There are a number of reasons why we may need to use a lockdown in school such as if there were an incident in the local area, an intrusion onto the school site or an incident in school where the safest course of action is for the children to stay in class. It is important that the children know what to do in these circumstances in order to stay safe which is why we are practising this week.

I would like to reassure you that the lockdown drill is entirely routine and is part of the safeguarding procedure of every school. We will be talking to the children about it both before and after our drill to answer any questions which they may have. Please reassure them at home that this is part of us learning to stay safe and not something to worry about.

Thank you for your support,

Yours sincerely,

Mrs L Bailey
Acting Head of School