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24th January 2025

Dear Parents and Carers,

EMERGENCY LOCK-DOWN PROCEDURE

Lockdown procedures are important and would be used in response to an internal or external incident which could be a concern to the safety of staff and children at this school.

Lockdown procedures may be activated in response to any number of situations, these may be for example:

- 1.A reported incident or disturbance in the local community.
- 2.An external threat.
- 3.A major fire in the vicinity of the school.
- 4.The close proximity of a dangerous dog.

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

It is important to have a plan for a lockdown procedure as part of our commitment to keeping all of our children and staff safe within the school. Therefore, we will practise the lockdown procedure in the near future so that children are fully aware. This will then be repeated every term just like we do for a fire drill

The children have been made aware of the Lockdown Procedure and may discuss this with you.

Yours sincerely,

Mrs H Richards

Headteacher

