



We Make A Difference

Headteacher
Kam Grewal-Joy
Deputy Headteachers
Steve Bacon
Tamsin Woodward

6th November 2023

Dear Parents/Carers

Re: Enhancing safety in our school

As you may be aware, all schools have to have a security lockdown procedure in place in case of emergency.

It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called "**security lockdown**".

We have been preparing students for this procedure and will be practising a drill on **Wednesday 8th November**. The drill will start at 8:35am and is expected to end at around 9:00am.

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill. Our security lockdown procedure would be used when there is a threat to the safety of our students, staff and others in the school, and when it's safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety. Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Prior to practising this procedure with students, staff will take time to talk to students about security lockdown procedures and explain why they are important. They will reassure students after the drill that they are safe, and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn.

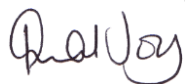
I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our students and staff are fully prepared and can stay safe.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. You may wish to read the full [Security Lockdown Policy](#) on our website for further details.

Hopefully, we will never have a situation where we would need to use the security lockdown procedure but we all feel safer knowing that we have procedures in place for any eventuality that would keep our students safe.

If you or your child have any concerns or questions, please do not hesitate to contact Mr Kevin Elliott, School Business Manager.

Yours sincerely,



Mrs K Grewal-Joy
Headteacher