

## Our lockdown drill arrangements

Dear Parent/Carer

I am writing to inform you of the school's lockdown drill that is due to take place on Wednesday 26<sup>th</sup> June 2019. Following this date, lockdown drills will take place annually.

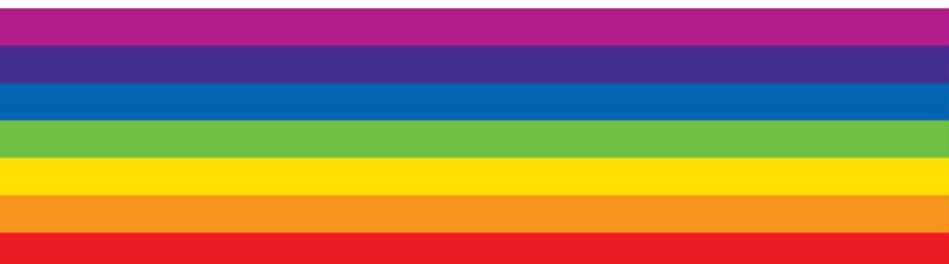
During a lockdown, staff members will keep pupils indoors for a period of time, rather than use outdoor areas, open spaces or corridors. The drill will be timed to ensure it causes the least possible disruption to pupils' learning, whilst providing a test of the lockdown procedures.

It is essential we carry out this drill, so that in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement

Staff members will be instructed to remain calm at all times, so that pupils do not get distressed. The drill process will be explained to pupils beforehand during registration. We hope the lockdown procedure will never have to be used, but need to ensure we are fully prepared for all situations.

The school's lockdown procedure will come into effect in the following circumstances:

- In the event that an unauthorised person(s) considered dangerous, are on school grounds.
- In instances, including domestic breakdowns, where estranged parties are attempting to abduct pupils.
- In instances where personnel, pupils, volunteers or staff become a threat to the wellbeing of others.
- In emergency situations where there is a risk from poisonous fumes or a chemical spillage.
- If a dangerous animal is on the premises.
- In an extreme weather event causing the pupils to be at risk.

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After the Head of School has given direction for the lockdown drill to commence, the following procedures will be rehearsed:

- A sounder will sound – this is a intermittent low level beeps.
- Teachers will direct pupils inside, and to the nearest classroom.
- Teachers will place a door wedge under their doors
- All windows will be secured and blinds closed.
- Teachers will reassure pupils throughout the procedure.
- Pupils will be directed away from doors and windows.
- Nobody will be allowed in or out of any building for the duration of the drill.
- Office staff will advise all staff the drill is over in person.

Kind regards

**Miss S Ngenda**  
Head of School

A vertical rainbow bar is positioned to the right of the school's address.

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