



29th November 2022

Dear Parent/Carer

Enhancing safety in our school

I am writing to inform you that a planned lockdown practice is due to take place during this term.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of students, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our 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

Our procedure

Our lockdown procedure is as follows:

- The school community will be notified that it is in lockdown by our tannoy system. The message 'This is a lockdown' will be repeated twice
- Students who are outside the school buildings will be brought inside as quickly as possible
- Students and staff will remain in their classrooms
- Staff inside rooms will lock internal doors, close windows and lower blinds
- Students and staff will sit quietly out of site, such as under desks
- Mobile phones should not be used and should remain on silent
- The tannoy system will then be used to notify the end of the lockdown practice

In the unlikely event that we would need to activate the lock procedure for an actual incident we would also:

- Call the emergency services
- Parents would be informed that the school is in lockdown via the school's text messaging system
- Sound the fire alarm if it becomes necessary to evacuate the buildings

A member of Swale Academies Trust

Registered Office: Ashdown House, Johnson Road, Sittingbourne, Kent ME10 1JS

Registered in England No. 07344732



Executive Headteacher: Mrs N Hodges BA (Hons) MA
Acting Head of School: Mr L Downey BSc (Hons)



Instructions for parents in the event of a lockdown

- Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services
- Parents should not discuss the event on social media, as this may spread false information and create panic
- Students will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if their child does not answer his/her phone

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

I must stress again this is simply a practice, so that, in the unlikely event of such a situation, our students and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact louise.harris@swale.at

Yours faithfully

Mrs L Harris
Assistant Headteacher