



Hall Green School An Academy

July 2024

Dear Parents/Carers,

Lockdown Procedures

I have written to you in the past to explain our health and safety procedures and to let you know when we are planning a practice drill. On this occasion, I am giving you advanced notice of our plan to have a rehearsal of our lockdown procedures in July.

We have a lockdown Policy (not to be confused with a Covid-19 lockdown). This policy is there to help us to respond to any on-site dangers which we may need act quickly to avoid e.g. a dangerous dog on site, a toxic smoke cloud heading in our direction or an intruder on site. This policy ensures that staff and pupils can move quickly to a secure position within the school building or evacuate immediately, if necessary.

We are planning to carry out a full, emergency lockdown practice drill in the very near future. This will involve the ringing of the bell and the staff and pupils securing themselves in classrooms according to our policy. This will require some enactments of being under threat from a potential intruder. This practice is designed to improve the safety of our whole school community should such an event occur and not intended to frighten pupils.

Please be assured that you would be contacted at the soonest opportunity should a real lockdown situation occur. Remind your child not to use their mobile phone during the practice or a real lockdown situation, as this could compromise our security and spread undue alarm. Please speak to your child about the upcoming practice and help them to understand the requirement to practice how we should behave in an emergency situation. If your child contacts you to tell you there is an emergency, this would be against staff instruction as it could compromise our efforts to move discreetly to safety etc. Please do not try to contact reception if you are unofficially informed of an emergency as this can block our phone lines and prevent us from contacting the emergency services in the first instance.

I will be communicating to your child through their form time and explaining about the practice and our expectations for sensible behaviour.

Yours sincerely

S. Paxton-Gault

Mrs Paxton-Gault
Assistant Headteacher

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