



8th January 2019

Dear Parent/Guardian,

Re: Enhancing safety in our school

At Lowton Church of England High School we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called "lockdown".

I am writing to inform you that we will be practising this procedure on Friday 18th January in form tutor time for the first time.

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:

- An alarm will sound
- Emergency Services will be called
- Students will remain in their classroom or go to the nearest classroom
- Registers will be taken
- The site will be secured

Instructions for parents in the event of a lockdown

In the event of a school lockdown we will notify parents via text after the event if it is short lockdown or, if safe to do so, during the event. If there is a lock down please do not come to school or try to contact your child by mobile phone. After the event you will be given information as to why the lockdown procedure was followed.

Prior to our drill, staff will take time to talk to students about lockdown procedures and explain why they are important. They will reassure students during the drill that they are safe, and will emphasise that practising 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 school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Julian Pollard', written in a cursive style.

Julian Pollard
Headteacher