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Michael McCulley
Principal

Registered in England
Company number 07515832

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Dear Parents/Carers

As part of our commitment to safeguarding young people it is important that we continue to review our procedures, considering even those events that are very unlikely to occur. As part of this process, and in line with the government's expectations for all schools, we have updated our 'lockdown' procedure and I am writing to inform you that we will be practising this procedure during the week commencing 4 March 2024.

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 pupils, 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. During the past twelve months there have been three reported cases of secondary schools in Warwickshire needing to go into lockdown for various reasons; therefore, it is essential that we are prepared if this were to happen.

Situations where our lockdown procedure may be used include but are not limited to:

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

During our lockdown procedure pupils will be alerted to a lockdown by a continuous alarm. If pupils are already in a lesson, then they remain in the room. If pupils are between lessons or it is break-time, pupils should move directly to their next lesson. The class teacher will register the pupils to ensure that all are accounted for. Classroom doors will be locked or barricaded from the inside and pupils moved away from windows and doors. Blinds to exterior windows will be drawn. Pupils will be encouraged to keep silent and remain calm. The emergency services will be called in the event that the lockdown takes place outside of a drill situation.

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. We will go through in detail with pupils what the lockdown will look like so that they are prepared and will be supported during the lockdown by our police liaison officers. Staff will reassure pupils after 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.

Supporting pupils with SEND

Our inclusion team will be working closely with pupils with SEND to ensure that they are fully briefed and prepared for the drill. They will give reminders and reassurance throughout that this is simply a practice, so that in the unlikely event of a situation where we need to use this protocol, our pupils and staff are fully prepared.

Instructions for parents in the event of a lockdown

Parents will be informed if the school goes into a real lockdown situation and a notification will be placed on the school website. 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.

Thank you for your continued support in safeguarding children. If you or your child have any further concerns or questions, please do not hesitate to contact me.

Yours faithfully



Chloe Buckenham

Vice Principal

Designated Safeguarding Lead