

"We Grow Together in God's Love"

Headteacher: Mrs. A. Wainwright

Deputy Headteacher: Mrs. B. Jones



26th January 2026

RE: Lockdown Drill 27.1.26

Dear Parents and Carers,

As part of the school's critical incident plan, we regularly carry out fire drills every half term. In addition to this, we have made the decision to carry out a lockdown drill every term so that staff and children are familiar with the procedures and feel confident about what to do. As a result, we are now due to carry out a lockdown drill, which will take place tomorrow. This will be a practice drill only, and children will be informed beforehand so that they are reassured and understand what is happening.

The lockdown procedure prepares the school in the unlikely event that staff and children are deemed to be at risk from an intruder or other threat. It is essential that staff and children know what to do in this rare instance. Class teachers will talk to the children about the lockdown so they are aware of what is happening.

The guidance that will be shared with the children on hearing the lockdown alarm is below:

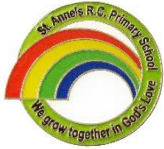
1. The teacher will ensure any blinds are down, doors are locked/barricaded and lights are turned off where possible.
2. Children and staff must move to a place in the room where they cannot be seen by someone outside the room where possible. This should be away from windows and under tables (children do not go under tables for practice)
3. Children must remain quiet throughout the lockdown and remain as calm as possible. They should follow all instructions from staff immediately.
4. A tannoy message will re-sound at the end of the lockdown and staff will work with children to return to normal activity.

Please be assured that we have not received any information that indicates any immediate risk, but it is vital that we take every step to ensure the safety and well-being of the entire school community.

A text message will be sent following the drill to inform parents.

We kindly ask that you take the time to speak with your child about these safety procedures and reinforce their importance. These drills are necessary to ensure that our school remains a safe place for teaching, learning and being happy.

We also thought that it might be helpful to share with you two links about the fears and worries that talking about this kind of scenario may cause. These resources, produced by national charities, offer further



"We Grow Together in God's Love"

Headteacher: Mrs. A. Wainwright

Deputy Headteacher: Mrs. B. Jones



guidance for any young person who might experience any feelings of anxiety or worry as a result of these discussions.

<https://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/>
<https://www.nspcc.org.uk/what-we-do/news-opinion/children-calling-childLine-fearing-terrorist-attacks/>

Please contact me if you have any questions or concerns in relation to this or any other aspect of your child's safety or well-being.

Yours sincerely,

Mrs Wainwright
Headteacher