

ST MARY THE VIRGIN CHURCH OF ENGLAND PRIMARY SCHOOL

Hartfield, East Sussex, TN7 4AA



Learning with Love, Strength and Faith, following the example of Jesus

Executive Headteacher: Mr J Procter
Head of School: Miss B Hare
Assistant Headteacher: Mrs A Hill
Telephone: 01892 770221
E-mail address: office@st-maryhartfield.e-sussex.sch.uk
Website: www.pioneerfederation.co.uk



Thursday 24th June 2021

Dear St Mary's Families,

Lockdown drill

At St Mary's, 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, every year, we run a drill called "lockdown". We are writing to inform you that we will be practising this procedure on Thursday 8th July.

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 pupils, staff and others in the school, and when it is safer for everyone to remain in school rather 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:

- There will be a horn to sound out five short blasts
- Pupils and adults will move to their closest classroom where appropriate safety action will be taken, including forcing the doors closed, closing windows and blinds, lights off and, if needed, children to move to the safest corner of the classroom
- There are walkie talkies in all classrooms and all teachers will take a register then will radio the school office to confirm that all students are safe. Mr Procter, Miss Hare and Mrs Hill are responsible for locating children not in their classroom.
- The emergency services will then be called

Instructions for parents in the event of a lockdown:

- Parents would be informed via Parent Mail if the school is in 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
- If the lockdown continues beyond school hours, arrangements would be sent out via Parent Mail

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasis that practising procedures like this will make sure the school remains a safe place to learn. This is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further questions, please do not hesitate to contact us.

Yours sincerely,

Mr J Procter
Executive Headteacher

Miss B Hare
Head of School

Mrs A Hill
Assistant Headteacher

