



MAIDEN ERLEGH

SCHOOL

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Dear Parent/Guardian

Lockdown Practice 2018

The safety of students, and indeed all those on site, is of paramount importance to us. We routinely run fire drills and review procedures for possible intruders and other events which may put people at risk.

We have recently updated our Emergency Procedures and will be carrying out “dynamic” lockdown practice involving the whole school. We undertake a lockdown practice every year, but this year on 28 November we will be doing one with a scenario.

In a real lockdown, we would update parents via text, email and or social media or the website as frequently as possible, subject to contrary advice from the authorities. **In these circumstances, it would be important to keep lines of communication open and we would ask parents not to call or come to the school at that time.**

During the practice on 28 November, we will NOT be contacting all parents, however.

Below is a copy of the information we will go through with students explaining the drill. It would be very helpful if you could go through this with them so they are prepared for the drill but also understand its purpose.

In the event of a fire alarm you all know exactly what to do - you go to the tennis courts calmly and without a fuss. But we think we need to practice what we would do if we ever needed to keep you safe inside the school. This might be because of a gas leak, a dangerous intruder or a building collapse. This situation is called "lockdown". In the event of a lockdown we will send a message to all staff by email and text and a notice will pop up on computers and whiteboards. We will ask teachers to close doors and windows, but otherwise lessons should carry on as normal unless further instructions are sent or there is an "all clear" message. In some scenarios, parts of the school will be required to do different things (e.g.: some buildings may evacuate and others not). In others, we may get people to evacuate but not to the tennis courts. We will be having a practice lockdown one day this week. It is vital that students listen carefully to instructions and follow them without any fuss.

Should you wish to discuss this matter further please do not hesitate to contact the school.

Yours sincerely

Miss M Davies
Executive Headteacher