

07 May 2024

Dear Parents and Carers,

### **Emergency Lockdown Procedure**

The safety of your child and all children in our school, as well as the safety of the school staff and support personnel is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we practise our emergency and crisis response plans.

To ensure that the Academy continues to be a safe space for our students, parents, staff, and visitors we will be introducing a lockdown procedure. A lockdown procedure would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

In order for this process to work smoothly, we will be holding assemblies this week for all students. This is to teach them how they should respond in an emergency situation. Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

We will be holding a lockdown drill during the afternoon of **Friday 10th May** to practise the procedure. I am sure you will want to discuss this with your child to reinforce the message that the Academy is a safe place and that the drill is to ensure everyone knows what to do in a real situation. Thank you for your support and cooperation.

Yours sincerely,



Mrs T Motson  
Principal

