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Executive Headteacher: Mrs Kirsty Evans

Dear Parents and Carers,

Re: Lockdown Drill Notification

As part of our ongoing commitment to the safety and wellbeing of our pupils and staff, we will be conducting a **lockdown drill** on **Tuesday 21st October 2025**.

The purpose of this drill is to ensure that everyone in our school community is familiar with the procedures to follow in the unlikely event of a real emergency that requires us to go into lockdown. Just as we regularly practise fire drills, a lockdown drill helps us prepare for situations such as a potential intruder on site or a local incident that requires us to secure the building.

Please be reassured that:

- This is a **routine, pre-planned drill**, not a response to any specific threat or concern.
- Staff will explain the procedure to pupils in an age-appropriate and sensitive manner.
- The drill will be carried out calmly and efficiently, with minimal disruption to the school day.

We understand that talking about emergencies can sometimes cause worry. Our staff are trained to manage these situations supportively, and we will follow up with children afterwards to answer any questions or provide reassurance.

If you have any queries or concerns, please do not hesitate to contact the school office or Head of School.

Thank you for your continued support in helping us keep our school community safe.

Yours sincerely,

Mrs G Ford
Head of school

Mrs K Evans
Executive Headteacher



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How Parents Can Talk to Their Child About the Lockdown Drill

We encourage parents and carers to talk with their child about the upcoming lockdown drill in a calm and reassuring way. Here are a few tips to help guide the conversation:

1. **Keep It Simple and Reassuring**

Explain that, just like fire drills, this is a safety practice to make sure everyone knows what to do—just in case. You might say:

“Your school is practising how to stay safe if there was ever an emergency. It's like a safety drill, just like when the fire alarm goes off.”

2. **Focus on Safety, Not Fear**

Let your child know that school is a safe place and that the adults are well prepared.

“There's no danger right now—it's just to help everyone be ready, just like we practise wearing seatbelts or crossing the road safely.”

3. **Be Age-Appropriate**

Younger children don't need detailed explanations. Focus on listening and answering their questions simply. Older children may want to understand why the drill is happening—be honest but calm.

4. **Normalise the Experience**

Compare it to other safety routines:

“We practise things so we're ready and don't feel worried. Everyone at school is doing it, and your teachers will help you.”

5. **Encourage Questions**

Let your child know it's okay to ask questions or talk about how they feel. Some children may not react at all, while others may need more reassurance.

6. **Be Available After the Drill**

Ask them how it went:

“How did the drill go today? Was there anything that felt strange or confusing?”

This opens the door for continued support if needed.



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How We Will Approach It with Children (Including the Concept of Staying Safe Inside)

1. We'll explain it simply and calmly.

Teachers will talk to children before the drill to explain what will happen and why. The focus will be:

"We're going to practise how to stay safe inside the building, just like we practise getting out quickly during a fire drill. This is just in case we ever need to stay indoors to be extra safe."

2. We'll use calm, reassuring language.

For younger children, we'll say things like:

"Sometimes we need to stay quiet and still inside our classroom, like when we're playing a quiet game. Your teacher will tell you what to do, and it won't take long."

Older children will be given a bit more context in an age-appropriate way, reinforcing that it's a **precautionary** practice, not a response to real danger.

3. We'll emphasise the role of adults.

Children will be told that adults are there to keep them safe, and they just need to listen carefully.

"Your teacher knows exactly what to do. Your job is to stay calm, quiet, and follow their instructions. We all work as a team to stay safe inside."

4. The drill will be calm and brief.

No loud noises or alarms will be used that could startle children. The drill will be kept short and well-managed to avoid any distress.

5. We'll talk afterwards.

Children will be given a chance to talk about how it felt and ask questions. Teachers will use this as a learning opportunity, reminding them they did the right thing and that this helps everyone stay safe.

6. Extra support will be available.

Staff will be alert to any children who appear worried or unsettled and will offer reassurance or extra support if needed—particularly for younger or more sensitive pupils.