



Tuesday, 09 January 2024

Dear Parent or Carer,

Re: Enhancing safety in our school

At Castle Hills Primary Academy, 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, we have introduced a new procedure called "Lockdown".

I am writing to inform you that we will be practicing this procedure on **Monday 15th January 2024**.

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 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:

- Staff and pupils in school will be notified that it is in lockdown by the lockdown message being announced through the internal speaker system. Castle Keep Nursery will receive the lockdown message via the telephone speaker
- Pupils will remain in their classroom or will move immediately inside to their own, or the nearest classroom
- Class teachers will take registers to make sure all pupils are accounted for
- School will make sure all pupils are safe and secure by locking all doors and windows, and drawing blinds
- The emergency services will be called

Instructions for parents in the event of a lockdown

- Parents will be informed that the school is in lockdown via the school's text messaging service
- 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
- Parents should not discuss the event on social media, as this may spread false information and create panic
- We will text you if the lockdown continues beyond school hours, and give instructions as to whether there are any changes to collection arrangements in this circumstance

Sarah Lathlane - Executive Headteacher
Neil Harris – Head of School

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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 emphasise that practicing procedures like this will make sure the school remains a safe place to learn.

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared. As this is a drill you *will not* receive a notification text. Drills will be carried out once per year.

If you or your child have any further concerns or questions, please do not hesitate to contact your child's class teacher in the first instance or email the school on admin@castlehillsacademy.com

Yours sincerely,

Mr. N Harris
Head of School

Sarah Lathlane - Executive Headteacher
Neil Harris – Head of School

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