

Dear Parents and Carers,

As you may be aware, we regularly practise our fire drills in school. This is to ensure that everyone knows how to exit the building safely and how to line up for a roll call.

As part of our safeguarding procedures, we also routinely practise going into lockdown. This means ensuring that all of the children and adults are safe *inside* the building and nobody can enter or exit.

Today in school we are practising our lockdown procedure to ensure that if we needed to use it, everyone would know what to do. This has been explained to the children in the context of safeguarding as follows:

"One of the things we do to keep ourselves safe if we are worried about something inside the building is to leave the building and go onto the school field. If we are worried about something outside the building, we need to stay indoors and close all the windows and doors. In both cases we have to be silent so that adults can give us instructions to follow."

Please rest assured that it is not our intention to scare the children unnecessarily, but we do need to take sensible and proportionate steps to ensure everyone knows the drill if we need to use it. No examples have been shared with the children about what might constitute a danger in order to avoid them becoming anxious.

If your child expresses any concerns when they return home, or you have any questions, please do not hesitate to discuss these with the class teacher.

Thank you in advance for your understanding and support.

Kind Regards
Becky Ford
Headteacher