



Community College



Dear Parents and Carers

**RE: Emergency Lockdown Procedures**

Every school should have evacuation and lockdown procedures to safeguard everybody who is on site. An evacuation could occur for example, in the event of a fire. Lockdown procedures may be activated in response to any number of situations such as an intruder on the school site with the potential to cause harm to children or staff.

The school's procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all children and staff. We have undertaken evacuation drills over recent months and in addition will now be rehearsing lockdown procedures to ensure that everyone is clear in what they have to do.

The students will have the plan shared with them in an assembly and their tutors will go through the expectations with them again during the morning of the intended drill. The schedule will be as follows~:

Week beginning 1st July - Assemblies	
Evacuation	Lockdown
Tuesday 9th July P2 Drill	Wednesday 10th July P2 Drill
Thursday 11th July P2 Drill	Thursday 11th July P2 Drill
	Friday 12th July Breaktime

Through this training will remind our students of the importance of having a drill and reinforce there is nothing to cause concern. We are all here to keep them safe. Parents also have a role to play in lockdown procedures, should a lockdown take place parents and carers are asked:

- To communicate the same message to their child that the school is a safe place and the drill is to ensure that everyone knows what to do in a real situation

Anita Frier, Headteacher

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- To be aware that calling the school for additional information could block vital lines of communication compromising safety
- Not to attend site until they are instructed to do so by either the school or emergency services, as they could place themselves in danger.
- Not to attempt to make contact with their child by calling or texting personal mobile phones as this could place them in danger if an intruder was in the building
- To understand that the lockdown may continue for a prolonged period, extending beyond the schools normal operating hours

If you have any questions about the school's lockdown or emergency procedures and associated drills, please refer to the policies on our website, if you are still unclear please contact [info@sdcc-smhc.net](mailto:info@sdcc-smhc.net)

Thank you for your support and cooperation.

Yours sincerely

Miss A J Frier  
Headteacher