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**Holgate Primary
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Re: Enhancing safety in our school

Dear Parents/Carers,

At Holgate Primary School, we take safeguarding and the safety of your child very seriously. It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this we will be carrying out our lockdown procedure drill, just like the fire alarm drill. Lockdown procedures are important and 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.

Every school should have lockdown procedures in place to safeguard everybody who is on site. Lockdown procedures may be activated in response to any number of situations including;

- An intruder on the school site with the potential to cause harm to children or staff
- A warning being received regarding risk locally of air pollution (smoke plume, gas cloud etc.) or biological or chemical hazards
- A major fire within the vicinity of the school
- The close proximity of a dangerous animal roaming loose
- An extreme weather event
- Reported incident/civil disturbance in the local community

The school's procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all children and staff. Teachers will be sharing this procedure with their class with the intention of the school carrying out an emergency drill to ensure that everyone is clear in what they have to do.

In the event of a real lockdown taking place:

- Parents/carers will be informed that the school is in lockdown via ParentMail and any changes to collection arrangements will be communicated in this way in this circumstance
- We ask that parents do not attempt to call or come to the school at this time, as this may hinder our effort to contact and work with the emergency services
- We ask that parents don't discuss the event on social media, as this may spread false information and create panic

We will be undertaking our lockdown drill this week. I want to stress that this is just a drill and is handled very carefully. The children are spoken to by staff about this at an age-appropriate level (for example the younger children are told they are playing a game of hide and seek) and will reassure children after the drill that they are safe, and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn.

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact a member of the school's leadership team. It is understandable that your children may speak about this when they return home. We do try to make it as fun as possible to alleviate any worry - but we do need to ensure there is complete silence during the lockdown practise.

Thank you for your continued support,



Mrs Sheridan
Head of School



& Mr Walker
Site Manager