

1 April 2022

Dear Parent/Carer

I am writing to inform you of the academy's lockdown drill that is due to take place during the week beginning 25 March 2022. Following this date, lockdown drills will take place annually.

During a lockdown, staff members will keep students inside for a period of time, rather than use outdoor areas, open spaces or corridors. The drill will be timed to ensure it causes the least possible disruption to students' learning, whilst providing a test of the lockdown procedures. We expect the drill to only take a few minutes.

It is essential we carry out this drill, so that in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement.

The drill process has been explained to students beforehand during assembly this week. We hope the lockdown procedure will never have to be used but need to ensure we are fully prepared for all situations.

The academy's lockdown procedure will come into effect in the following circumstances:

- If an unauthorised person(s) considered dangerous, is/are on the premises.
- In instances, including domestic breakdowns, where estranged parties are attempting to abduct students.
- In instances where personnel, students, volunteers or staff become a threat to the wellbeing of others.
- In emergency situations where there is a risk from poisonous fumes or a chemical spillage.
- If a dangerous animal is on the premises.
- In an extreme weather event causing the students to be at risk.

After the principal has given direction for the lockdown drill to commence, the following procedures will be rehearsed:

- A coded tannoy announcement will instigate the drill. This call will be repeated.
- Teachers will direct students inside, by the nearest entry point, to the nearest building if the drill takes place outside of lesson time.
- Teachers will lock all exterior doors.
- All windows will be secured and blinds closed.
- Teachers will reassure students throughout the procedure.
- Students will be directed away from doors and windows.

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- Nobody will be allowed in or out of any building for the duration of the drill.
- At the end of the drill a tannoy will announce an 'all clear'.
- A review of the procedure will take place following the drill.

If you have any concerns or questions, please contact the Academy.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Barlow', with a stylized flourish at the end.

Mr S Barlow
Principal