



9 June 2017

Dear Parents and Carers

Re: Lockdown Procedure (Severe Weather or Intruder) - Practise Scenario

As part of the Schools' emergency response plan we have created a lockdown policy to warn staff and students if there is a risk from severe weather or an intruder. Although neither of these events are highly likely it is essential that staff and students know the procedures to follow should there be a risk.

We will be informing students of this policy during assemblies this week and there will be a practise scenario carried out during afternoon registration on Thursday 22nd June. Students will be informed that they should not use their phones during the lockdown.

Please be assured that we have not received any information to indicate that the School is at risk from an intruder, but it is essential that we take every step to ensure the students' well-being. I would be grateful if you could discuss this with your child to stress the importance of the matter.

Thank you for your support.

Yours sincerely

Keith Howard
Headteacher

