



# Midsomer Norton Primary School

*An inclusive, community school in the heart of Midsomer Norton.*

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Head of School: Ms Sarah Biss  
Executive Headteacher: Mr Alun Randell  
**'Part of the Midsomer Norton Schools Partnership'**

3rd June 2025

Dear Parent/Carer,

## **Re: Enhancing safety in our school**

At Midsomer Norton Primary, we take safeguarding and the safety of your child very seriously.

It is 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 need to practise our procedures for a "security lockdown".

I'm writing to let you know that we will be practising this procedure on 16th June 2025..

## **What is a security lockdown and when would it happen?**

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it is safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site;
- A disturbance or dangerous situation in the local community that could affect the school;
- A nearby chemical incident or other risk of air pollution;
- An incident related to terrorism.

## **What is our school's security lockdown procedure?**

Children will hear 3 short sharp air horn blasts.

When hearing this and the verbal alert 'lockdown', pupils will be asked to sit on the floor under classroom tables or against the wall away from doors and windows. If outside, the children and staff will move immediately inside to their own, or the nearest classroom and follow the same procedure. A register will then be taken to ensure all children are accounted for.

Staff will secure doors, windows and draw blinds where possible.

In the event of a real emergency the emergency services will be called.

### **Instructions for parents/carers in the event of a real security lockdown**

In the unlikely event of a real lockdown, families will be informed via our online communication channels via email.

Parents/carers should 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 if this ever happens, parents/carers do not discuss the event on social media, as this can spread false information and create panic.

### **About our upcoming security lockdown drill**

Prior to practising this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they are important. They will reassure pupils before and 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. Children with particular needs that may find this practice more challenging will be supported.

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.

Yours sincerely,

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

Ms Sarah Biss

Head of school