



Dear Parents/Carers,

I am writing to inform you about an upcoming reminder of our Stay Safe Procedures at Willingdon Community School. This is in preparation for a practice lockdown that will take place on Friday, 13th September.

During tutor time this week, students will receive a briefing that explains the three different options that can be used in the event of a threat to the school, ranging from a Fire Evacuation to a school Lockdown. This reminder is being provided in advance of the practice to ensure that students are familiar with the procedures.

A presentation will be shown to the students, highlighting the different bells that will sound in the event of a lockdown and clarifying their role in such a situation. It is important for students to understand that these scenarios are rare, and the purpose of practicing them is to ensure that everyone knows their role and can remain confident and calm if such a situation were to occur.

The consistent message that students have been given is that during any lockdown procedure, their role involves the following:

1. Following all instructions from their teacher without question or delay.
2. Avoiding the urge to look and see what is going on.
3. Remaining in silence so that instructions can be heard and their location is not obvious. This includes keeping their phones on silent and away.

These instructions apply regardless of which procedure is implemented.

We kindly request that you refrain from contacting your child during the practice, as doing so would place others at risk in a real-life situation.

It is important that these rehearsals are as realistic as possible so that we can learn any lessons and make necessary policy amendments based on the practice. Our students have shown excellence in practicing the fire evacuation procedures, consistently exiting the building in a short amount of time and in silence. We anticipate similar support from students during the upcoming lockdown practice this term and look forward to providing feedback to you afterward.

Thank you for your understanding and cooperation in ensuring the safety and security of our students. If you have any questions or concerns, please do not hesitate to contact us.

Yours sincerely,

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Headteacher

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