

Dear Parent and Carer,

Our School's Lockdown Procedure

The safety and security of our students and staff is a top priority for Our Lady and St John's Catholic Primary School. As you already know, we have a number of measures in place aimed at ensuring our school remains a safe place for our pupils to learn. These all form part of the school's wider safeguarding procedures and included within this is our 'Lockdown' Procedure. We thought it would be helpful to provide you with some more information on our school's lockdown procedure.

A lockdown takes place if there is a disturbance or incident outside of school building which could harm the pupil. The incident could be within the school grounds or might be outside of the school boundary. Should a situation arise that requires us to implement our lockdown Procedure, we will ensure that:

- All pupils are inside the building and are accounted for.
- Classroom doors are secured and that blinds in rooms are closed to ensure that pupils are not distracted by anything that may be happening outside.
- Pupils/students remain inside the school and classrooms until instructed by a teacher to resume their activities.
- All exterior doors are locked and if necessary the emergency services are called.
- No one is permitted to enter or leave the building during a lockdown.

If our school needed to implement our lockdown procedures we would contact you to advise you that it was taking place as soon as possible after implementation. This would include asking you not to come to, or call the school. Should we contact you with this message it is important that you respect this request and that you don't call or come to the school until the lockdown has ended. This is because it may endanger yourselves or block our telephone lines to the services that we may need to help us. We will always work closely with emergency services to keep children and school staff safe.

Whilst we are sure this may all sound very serious, the likelihood of needing to use our lockdown procedure is extremely rare. It is however important that our pupils understand the procedure and are prepared for it, in the unlikely occurrence that we might need to use. So, just as we prepare our children to properly respond to a fire drill, they also need to be aware of the proper response during a lockdown drill. These drills should be treated with the same level of importance as fire drills. Please be assured that staff at our school will spend time discussing the importance of this procedure with the pupils prior to running a drill. We will also take time after the drill to remind them that it was only a practice and that there was no danger.

We hope that this update on our school's lockdown procedure has been helpful but should you have any questions please contact the School Office 020 8560 7477.

Yours Sincerely

Mrs Cunningham
Headteacher