



ST WENN, BODMIN, PL30 5PS

Headteacher: Mrs S Berry

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Dear Parents,

RE: LOCKDOWN PROCEDURES

You will now be aware that the Government, via the National Counter Terrorism Security Office, have advised all schools to create a "Lockdown Policy". It saddens me that this is something we must do but, as you know, the safety of our pupils and staff will always be our priority. Please be assured, this is not in response to any current threat, rather, in the interests of ensuring calm and orderly management should a threat arise.

We have created a set of procedures and will be speaking to the children about these in assemblies and class time. As you can imagine, it is challenging to select the appropriate language to describe the importance of our 'drills' to children varying in age from 3 years to 11 years. We must be serious but sensitive and we would look for your help in this matter. We will address the matter in such a way as to not alarm them but they may wish to talk to you about what we have talked about in school. Please reassure your child/ren that there is absolutely no danger but, just as we don't expect a fire in the building, we should be prepared to react if one were to occur.

The lockdown procedures are important and would be used in response to internal or external threats. A threat may range from fairly minor (e.g. an unknown dog running through the grounds) to quite serious (e.g. a severe pollution notification in the immediate area around school). In the event of a serious threat, you could be putting yourselves at risk by coming to school. For this reason, in the event of us 'locking down' we would ask that you do not come to school: We would send an initial email informing you that we were in 'Lockdown' and ask that you await a second email providing more information before coming to school. If your email contact for school is not reliable, please agree with a friend that in an emergency you would be texted. Please do not try to call the school. Children would not be allowed to leave school until 'Lockdown' status had been removed and we are sure the area is safe.

As with the fire drills, we will practise this on a regular basis. Our next drill will take place during the week after the half term break. Again, we would encourage you to discuss these procedures with your children in an 'age appropriate' way and I believe that if we are all consistent with the 'dangerous dog in school' type of scenario this will be helpful.

As ever, please be assured pupil safety is of paramount importance. If you have any concerns, please do not hesitate to contact me via our office.

Yours faithfully,

Sally Berry
Headteacher