

# CHIVENOR PRIMARY SCHOOL

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**CHIVENOR**  
PRIMARY SCHOOL

Dear Parent/Carer,

As you may be aware, all schools have to have a lockdown procedure in place in case of an emergency. We practice this procedure at least annually with children, so they know what to do should we ever need to use lockdown.

This is done sensitively so not to cause any distress, in the same way that we practice the fire evacuation procedure.

There are several reasons why we would use a lockdown, these may be: a reported incident in the local community, warning received regarding a local risk of air pollution (smoke etc.), an intruder, a major fire in vicinity of school and so on. Our procedure aims to minimise disruption to learning whilst ensuring the safety of all pupils and staff.

If we should ever need to use a lockdown, there are some important points you need to be aware of:

- School will contact via text/app when it is practical and safe to do so.
- Only enough information will be shared to reassure of child's safety (at this point).
- **No** contact should be made with school as this will tie-up phone lines that could hinder any contact with emergency services.
- It may not be possible to answer texts/emails, so do not be alarmed if this is the case.
- Parents/carers should not attend school.
- No child will be released during a lockdown.

Hopefully, this will never be the case but I know we will all feel safer knowing that we have procedures in place to keep your child(ren) safe.

I would also like to add that this drill has been practiced for many years, but in light of concerns raised last time we did a drill (rumours and false stories in WhatsApp parent groups), I have decided to communicate this with you all, so no such rumours circulate again.

If you have any questions, please do not hesitate to contact me via the school office.

Yours sincerely,

**Mrs L Guest**  
**Executive Head**



A member of the Griffin Schools Trust

Executive Head Mrs L Guest