



CHRIST CHURCH C E PRIMARY SCHOOL

West Bridgewater Street

Leigh

WN7 4HB

01942 673667

Email: enquiries@admin.christchurch.wigan.sch.uk



LLG

Schools Partnership

Dear Parent/Carer,

The safety and well-being of all children and staff at Christ Church C.E. Primary School is always my number one priority. It is recommended that all schools in the United Kingdom have a 'Lockdown Policy' for instances such as an intruder, chemical spills or extreme weather. In the 20 years of my teaching career there has never been a situation where I have had to use this procedure; however, it is important that we consider the very rare chance of an incident like this taking place.

I have the responsibility to prepare the children and staff to ensure they remain safe and know the procedures in place. Staff will speak to the children about how we keep safe in school and explain about the procedure we will follow in school. We will have a practice to ensure the children and staff know exactly what to do in the event of a Lockdown. When we have had a practice a Seesaw message will be sent home to inform you that a practice has taken place.

In the event of a Lockdown parents will be informed via a Seesaw message '**... the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...**' Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during a lock down. Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

If you have any questions please do contact school to speak to someone.

Yours faithfully

Mrs C Hill
Headteacher

