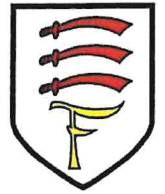




London Borough
of Hounslow



Fairholme Primary School

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Headteacher: Miss H. Willis

2nd November 2018

Dear Parents/Carers,

Our School's Lockdown Procedure

In assembly today we talked to the children about our school lockdown procedure, as such we thought it would be helpful to provide you with some information about it too, so that you can answer any questions the children may come home with.

The safety and security of our children and staff is a top priority for Fairholme 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 children to learn. These all form part of the school's wider safeguarding procedures and included within this is our 'Lockdown' Procedure.

A lockdown takes place if there is a disturbance or incident outside of the school building which could harm the children or staff. 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 children are inside the building and are accounted for.
- Classroom doors are secured and that blinds are closed to ensure that children are not distracted by anything that may be happening outside.
- Children 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 children 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 children 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.

Kind regards

Miss Willis
Headteacher