



1 December 2023

Dear Parents/Carers

In order to maintain a safe environment for all, it is necessary that we practice our fire and lockdown drills to rehearse the procedures in place and ensure everybody knows what to do in order to keep safe. This week we have practiced our fire drill, the children were incredible and were extremely calm and sensible throughout. Today, we have conducted our Lock Down drill. The purpose of this drill is to keep our learners safe from any danger outside or inside the building. Like the fire drill, we practice these regularly in a sensitive and age appropriate way.

All children were told about the practice before it happened and teachers shared how this will look and what the children needed to do. We are deeply aware of the age of our learners and share an age appropriate script across the school to prepare the children to ensure it reduces any worry or concerns.

Please find the script below that will be shared with all learners.

Today we will be practicing something called a Lockdown. This is something schools have to practice in case there is an emergency and if we practice then we all know what to do and it's nothing to worry about. A lock down is similar to a fire drill however rather than going outside a lockdown keeps us safe if we have to stay inside. This may be because there is a problem stopping us from going outside. For example, like a big swarm of bees, or a big spill or leak.

Today there will be a practice, it will not be real but we must treat it like we do when we practice our fire drills. So, when we hear three school bells we must be silent and listen to the instructions from the adults. Don't be worried, all schools need to do this and we know you will all be brilliant. It's all about keeping each other safe.

As always, if you have any questions please do get in contact.

Best wishes

Rebecca Wood
Head of School

