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Head Teacher: Miss M Hilton

Friday 31st January 2025

Dear Parents and Carers,

Lockdown Procedure – Practice Drill

As you are aware our school has many procedures in place to try to maintain the safety of all of our students, staff and visitors in the event of an emergency. The students are very aware of the need for us to have fire evacuation routines and we regularly practice procedures for this throughout the year.

We take safeguarding and safety very seriously at Holy Family Catholic Primary School. It is important that we continue to review all our procedures, considering even those events that are very unlikely to occur.

Situations where our Lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- Serious weather conditions.

I am writing to inform you that we will be discussing the procedure with students this half-term and a practice drill will be carried out in the forthcoming weeks. Our aim is to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

The possible reasons for a lockdown will be discussed with students in the near future. We will continue to make it very clear that the procedures are very similar to the fire evacuation procedures and that there is no need to panic or worry. We would very much appreciate it if parents could reiterate the message that this is nothing to worry about, and that the routines are very similar to the fire evacuation routines.

Thank you for your support

Miss Hilton

Headteacher

