



Burscough Priory Academy  
www.burscoughprioryacademy.org  
Headteacher Mrs L MacLaren

Ref: 3547 LMA

27 January 2025

Dear Parent,

As a school we are duty bound to plan and practice our emergency procedures and we take this responsibility seriously, we are pragmatic and also considered. We have now completed this term's fire evacuation drills - the students were fantastic and the procedures worked exactly in line with our expectation.

The next step in our School Emergency Plan is to revisit the Lockdown Procedure that we introduced in Summer 2024, understandably, Year 7 did not participate in this. This week we are leading a series of assemblies to highlight the lockdown procedure and our expectations, in case of emergency: what, why and how. Following this, with the knowledge we have, we will complete a guided drill before the end of this term. We will of course let you know when this has happened because this is a drill for all of us, not just the children and staff in the building – we will practice our communication in such a case. The assemblies are planned:

**Monday (today)** – Year 7

**Wednesday** – Year 8 & 9

**Friday** – Year 10 & 11

### When and why?

In line with the procedure and lifted from it, we (Mrs MacLaren or as directed by emergency services) would initiate it if there was a/an:

- Report of incident or civil disturbance in the local community.
- Warning received regarding a nearby air pollution risk.
- Major fire in the vicinity of the school.
- Dangerous animal (e.g., large dog) roaming loose near/on the school grounds.
- Intruder on the school site.

### What?

Just like the Fire Evacuation Drill, adults assume control and direct the action taken – our staff are well rehearsed in all of our emergency plans. These steps are taken to maintain the safety of our staff, students and the security of our site. Then, as more information is available to us about the status of a situation, we will communicate with our team (and you when possible) and maintain the procedure or adapt it as is required. For example, if there was a local industrial fire, once the details are established, it is likely that if there is no immediate risk to us in school that we could return to an adapted routine or, if advised, we would direct a school closure. This is the information that we covered in assembly today and will in the sessions later in the week.



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### What should you expect as a parent?

If this was a live situation, in line with our procedure we would:

1. Initiate the Lockdown procedure.
2. Follow the instructions or advice of the emergency services.
3. Restrict the use of social media by the school, our staff and students until the full details are known. This is important because it minimises alarm and in fact, is a key measure to support the safety of everyone in school.
4. When it is safe to do so, we would inform you that we were in Lockdown and ask that you do not contact by telephone. This means that the phones are free and available for contact to emergency services or agencies who would support us.
5. We will request that you do not come to school. Students would not be released from school, even if there is a planned appointment. Parents who are in school at the time, when the Lockdown is enacted, would be in our care and subject to the procedures.
6. When it is safe to do so, as advised, we would inform the school community and then parents that the Lockdown is over. In due course we may be able to give you more detail about the reason that it was enacted.

This correspondence will allow you to discuss this with your child, should they come home and talk about what they have done today. The students have been well prepared this week to align expectations and manage the questions that may arise. Today, the students were first class, listening attentively and asking sensible and proportionate questions – well done Year 7.

Thank you for your support, E Pluribus Unum.

Yours faithfully,

Mrs MacLaren  
Headteacher