

7th January 2025

Enhancing safety in our school

Dear Parents and Friends of Castle Hill,

Happy New Year, and welcome back to what looks to be another very busy term. We also would like to extend a warm welcome to new families and colleagues who have joined us in 2025. As always, the children's behaviour last term was great, and as promised, we are rewarding them all with a theatre production of Cinderella. This event, which takes place on Friday, January 10, has been kindly funded by our Fundraising Friends at both schools. Thank you, Friends; you are the best!

On a separate note, Castle Hill Primary School takes safeguarding and the safety of your child very seriously. To this end, we have many procedures and plan for even unlikely events. This term, we will practise our Lockdown and Fire Evacuation Procedures.

What is a Lockdown and when would it happen?

The Lockdown procedure is a standard health and safety procedure, similar to a fire drill.

It would be used when there is a threat to the safety of our pupils, staff and others in the school and when it is safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety. 99.9% of Lockdown instructions will come from the Emergency Services. Usually, a call from the police to inform us that your school should follow their Lockdown procedure. Remaining calm is the key.

Situations where our Lockdown procedure may be used:

- A nearby chemical incident or other risk of air pollution
- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- An incident related to terrorism

What is our Lockdown procedure?

- Signal for Lockdown – 10 short blasts of air horn
- Pupils and staff should remain calm
- Pupils and Staff to return to their normal classroom, wherever possible (if not possible, go to the next available room within the building that can be locked (all children should remain with an adult)

If children are outside at playtime/ lunchtime/ PE, where should they go?

Wherever the children are, when they hear the signal for the Lockdown (10 short blasts of the air horn), they should return calmly to their normal classroom, wherever possible. No one should remain outside for any reason.

Upon returning to classrooms/ offices, staff should;

- Lock / secure entrance points (e.g. doors, windows)
- Roll call on the normal class register and include staff who were in class that day

- If possible, check for missing pupils, staff and visitors. Radio/ call any missing pupils to the staff at reception so they can be located within the building
- Remain inside until an all-clear has been given or unless told to evacuate by the emergency services
- Know your nearest exit route in case someone gains access to the building
- Await the signal for 'all clear', which is 10 long blasts of the air horn followed by radio instruction.

Should the Lockdown procedure be in response to an intruder or terrorist concern, the following additional measures would be instigated:

- Block access points (e.g. move furniture to obstruct doorways)
- Draw curtains / blinds
- Sit on the floor, under tables or against a wall
- Keep out of sight
- Turn off lights
- Stay away from windows and doors.

Instructions for parents/carers in the event of a Lockdown

- Our priority is to ensure all pupils, staff, and visitors are safe. In real life, parents/ carers would be informed that our school is in Lockdown via our usual text message and email systems.
- Parents/carers **should not attempt** to call or come to the school as this may hinder our efforts to contact and work with the emergency services
- Parents/carers **should not** post or interact about the event on social media, as this may spread false information and create panic
- If the Lockdown continues beyond school hours, parents/carers will be kept informed about any changes to collection arrangements via text message and email.

More information about our planned Lockdown drill

Please be assured that we will inform you before conducting a Lockdown drill with pupils. A member of the Senior Team will then outline what the children should expect and why we are conducting the lockdown using appropriate, child-friendly language.

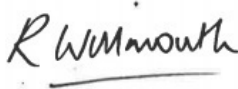
This procedure is in place to protect the staff and pupils in the unlikely event of such a situation in the future.

If you or your child have any concerns or questions, please do not hesitate to contact the admin team via email admin@chjs.net

As usual, we are looking forward to a productive partnership this year. It is the secret to Castle Hill's success, and I wish you and yours all the best for 2025.



Mr John DF Martin



Ms Willmouth

The Castle Hill Team