



CLARENDON FEDERATION

Infant & Junior Schools

Ordnance Road | Tidworth | Wiltshire | SP9 7QD

Executive Head | Mrs P Evans

17th March 2025

Emergency Lockdown Procedure

In line with current safety guidelines, all schools are now required to have an emergency lockdown procedure in place.

I wanted to inform you that Clarendon Federation has an Emergency Lockdown Procedure and we plan to conduct a lockdown drill before we break up for Easter. Prior to the drill, teachers will discuss the procedure with the children, ensuring the conversation is appropriate for their age. We will also take time to explain the purpose of the lockdown and when it may be necessary to implement this procedure.

In the event that a lockdown is required, please be aware of the following important points:

- Parents and carers will be notified as soon as it is safe and practicable, via email, with relevant information.
- For safety reasons, parents may be asked NOT to collect their children during a lockdown, depending on the situation, as doing so could put both you and your child at risk.
- Children will not be released to parents/carers during a lockdown to maintain safety protocols.
- Parents/carers are asked not to call the school during a lockdown, as this could block emergency communication lines.

If the school day is extended due to the lockdown, parents and carers will be notified and provided with information on the revised collection time and location from either school staff or emergency services.

Following any serious lockdown event, we will send home a letter to provide further context and ensure all families are informed. We will also encourage you to reinforce with your child the importance of following lockdown procedures in these rare situations.

Should you have any questions, please don't hesitate to contact your child's class teacher or the school office.

Best wishes,

Emma Brown and Lisa Ashford-Smith

Head of Schools