



ESPRIT Multi Academy Trust
Keelings Road, Northwood, Stoke on Trent, ST1 6QA
Telephone: 01782 236745 Fax: 01782 234639
Executive Principal: Mrs S Moran

Our ref. SM/ LP

Date: 12th October 2018

Dear Parent/Carer,

Re: Enhancing safety in our school

As you may be aware, there have been a number of threats made to schools both nationally and locally where schools have had to take immediate security action. Whilst many of these have been hoax calls, at ESPRIT Multi Academy Trust we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called "lockdown".

I am writing to inform you that we will be practising this procedure this term in a sensitive and age appropriate way.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

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
- An incident related to terrorism

Our procedure

Our lockdown procedure is as follows:

Instructions for parents in the event of a lockdown

- We will inform you that we have instigated our lockdown procedure by sending a text alert
- Pupils will not be released to parents during lock down
- Please do not attempt to call
- Lockdown will be lifted once a senior member of staff or emergency services has confirmed that the pupils are safe to be released
- We will inform you by text that the security threat is over and normal school has resumed
- Please do not attempt to call the school, as this may hinder the school's effort to contact and work with the emergency services.
- Please do not discuss the event on social media, as this may spread false information and create panic
- Pupils will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if your child does not answer their phone

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact your Class teacher through the normal routes in the first instance.

Yours sincerely,

Mrs S Carrigan
Academy Principal
Grove Academy

Mrs Y Glaister
Academy Principal
Hamilton Academy

Mrs L Brandrick
Deputy Principal
Northwood Broom Academy