



## Kirkburton Middle School

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17 November 2023

Dear Parent and Carer

### **Lockdown Procedures**

As you may be aware, all schools are now required to ensure that pupils understand and practise lockdown procedures.

A lockdown is a precautionary measure in response to a threat directly to the school or the surrounding community. As the title suggests, the school will be fully locked to keep all pupils safe.

Would you please take a moment to read the information on the reverse of this letter. We will soon be explaining to pupils what to do in the event of a lockdown and we will follow this up with a practice. We will ensure this is done in a sensitive and measured way so as not to alarm pupils or cause any unnecessary worry. Just as we regularly practise fire drills, we will now also practise lockdown procedures, though not as often.

Please do not hesitate to contact school if you have any questions or concerns in relation to this matter.

Yours sincerely,

Mr C Taylor  
Executive Headteacher



## Kirkburton Middle School Lockdown

### What is a lockdown?

A lockdown is a precautionary measure in response to a threat directly to the school or within the surrounding community. In a lockdown:

- All school activities are moved indoors.
- Depending on the type of lockdown, interior and exterior doors on the site are locked.
- No one is allowed to enter or exit the building.
- Parents and visitors may not come to the school during a lockdown.
- Parents must not call the school directly. Additional calls hinder the ability of staff to respond to the primary task of keeping everyone safe.

### There are two types of lockdown:

**Partial lockdown** – used when there is a danger in the surrounding community e.g. police searching for a criminal suspect in the area, air pollution or a major fire nearby, the onset of extreme weather conditions, the close proximity of a dangerous dog. During a partial lockdown, the school day will continue in as normal a manner as possible. Everybody will stay in the building until the ‘all-clear’ is given.

**Full lockdown:** used when there is a direct threat to the school or in the immediate area of the school. In the event of a full lockdown, internal doors will be locked, window blinds closed, lights turned off and pupils and staff instructed to sit out of sight.

### How will I know if the school is on lockdown?

Once a lockdown is put into place, school leaders and emergency services work together to first ensure the safety of everyone on the school site. Once the situation has been stabilised, a text message will be sent to parents/carers to inform them of the emergency and asking them to stay away from the school. Further updates will be sent based on the advice given by the emergency services. Please check your personal details on Edulink One to ensure we have your most up to date contact information.

### Can I come to the school and take my child home?

During a lockdown, the school is a secure area, no one is allowed to enter or exit the school. **To ensure everyone’s safety we ask that parents please stay away from the school during a lockdown.** Once the ‘all-clear’ is given, pupils and staff will be permitted to enter or exit the school again. A text message will also be sent to parents informing them of the ‘all-clear’. Further information about the arrangements for the remainder of the school day will be sent via email. We ask parents read this email carefully and act according to the guidance given e.g. should it be necessary to send pupils home, this will most likely be done in a staggered way to ensure everybody gets home safely.

**Thank you for taking the time to read this information and please contact school if you have any questions.**