

9th December 2024

Dear Parent/Carer,

Re: Enhancing Safety in Our School

At Madeley School, the safeguarding and safety of your child remains our top priority. As part of our commitment to providing a secure environment, we continually review and practice our safety procedures. I am writing to inform you that we will be conducting a **lockdown practice** on **Friday, 13th December 2024**.

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

A lockdown procedure is a standard health and safety practice, similar to a fire drill. It is designed to protect students, staff, and visitors by securing them in safe locations during emergencies when it is safer to remain indoors than to evacuate.

Situations where a 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 affecting the school.
- Extreme weather events posing a risk to students.
- Nearby chemical incidents or air pollution.
- Incidents related to terrorism or as directed by the UK Emergency Alerts System.

Our procedure

During the lockdown practice:

- An intermittent siren will sound to signal the need to lockdown.
- Students will remain in their classrooms or move to the nearest secure location if outside the classroom.
- Staff will secure all doors and windows, draw blinds, and ensure students sit quietly out of sight.
- Mobile phones will be silenced, and students will be instructed to remain calm and follow staff guidance.
- Attendance will be taken, and any missing or additional students will be recorded.
- The practice will conclude with a signal of five bell rings, indicating the all-clear.

In the unlikely event of an actual emergency, parents will be informed as soon as it is practical to do so via text or email. Please note:

- Parents should not attempt to call or come to the school during a lockdown, as this could hinder emergency services.
- Students will not be released to parents during a lockdown.
- Communication via social media should be avoided to prevent the spread of misinformation.

The Madeley Centre will serve as a safe location if evacuation becomes necessary or if the lockdown extends beyond normal school hours.

Prior to the drill, staff will explain the importance of lockdown procedures to pupils, emphasising their role in maintaining a safe learning environment. Following the practice, students will be reassured that this is simply a precautionary measure.

We appreciate your support in helping us prepare for all eventualities, no matter how unlikely. Should you or your child have any questions or concerns, please do not hesitate to contact me.

Yours sincerely,



Mr. L Nixon
Principal



