



**THE RICHARD CROSSE CHURCH OF ENGLAND PRIMARY SCHOOL**  
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19th September 2023

Dear Parents/Carers

In line with government legislation, schools are required by law to have a Lockdown Policy, with procedures in place for the unlikely event of a lockdown situation at school. Very much the same as we have a Fire Drill procedure, which we practise each half term

A Lockdown Procedure provides the steps that can be taken to prevent threats and intruders from gaining access into school buildings and preventing them from moving through the building. This is achieved through actions and physical measures in response to warnings of threats that are about to happen. It is also necessary for children and school staff to have procedures and steps in place for if they have to move off the school grounds quickly. We will be practising these drills during the Autumn term.

As a Headteacher and parent, I know that the thought of ever having to use this within our school is unnerving, but as with everything we do, the children's safety and wellbeing is always our main priority and we need to be prepared for all eventualities. We will carry out these drills in a child friendly, non threatening way by using scenarios such as: a bear has escaped from the local zoo and is asleep on the playground. We need to quietly sit and wait until he has gone and/or walk down to the bottom of the street without waking him.

The children will have the procedure explained to them in advance of the drill at an age appropriate level by their class teacher.

If you have any queries or questions please direct them in the first instance to the school office via email.

Kind regards,  
**Ms E Bowring**  
Headteacher



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**Our Motto: Believe and Achieve**  
**Our Values: Love - Respect - Friendship**  
**Our Christian Vision: Philippians 4:13: 'I can do everything through Him who gives me strength'**