



Sir William Stanier School
Coronation Street
Crewe
Cheshire
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01270 660880

November 2024

Dear Parent/Carer

Re: Enhancing safety in our school

At Sir William Stanier School, we take safeguarding and the safety of all students very seriously.

It is important that we put procedures in place and plan for those events that are very unlikely to occur. Therefore, we have introduced a new safety measure, should a Lockdown procedure need to be activated.

I am writing to inform you that we will be practicing this procedure week commencing 11th November 2024.

What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, like a fire drill.

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

Situations where our security lockdown procedure may be triggered are:-

- 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

What is our school's security lockdown procedure?

- In the event of an emergency, an SLT member will signal the Lockdown procedure via our Tannoy system
- Students will follow the teacher's directions, as outlined in student assemblies
- Communication will be sent home to parents/carers
- Students to await further instructions and follow teacher's directions



Opportunity
Community
Courage

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Instructions for parents/carers in the event of a security lockdown:

- You will be sent communication that says:

“We have initiated our lockdown procedure, we are unable to give further details at this point, please do not attempt to contact your child or come on school grounds. We will update with further details when possible.”

- Please do not attempt to contact the school if a lockdown procedure is in process
- When lockdown has ended you will receive the following communication:

“Our lockdown procedure has ended, all staff and students are safe, we are still unable to give further details at this point, please do not attempt to contact your child or come on school grounds. We will update with further details when possible”

About our upcoming security lockdown drill

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

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our students and staff are fully prepared and can stay safe.

Yours faithfully

Miss Johnson
Deputy Headteacher