



St. Clement's & St. John's CE Infant School
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Friday 6th December 2024

Lockdown Drill

Dear Parents/Carers,

As part of our safeguarding duty, we will be practising our full lockdown on **Wednesday 18th December 2024**. As of September 2024, we will need to practise the lockdown every term, as per our Health and Safety Policy (written by Coastal Learning Partnership). This lockdown is in the extremely unlikely event that we have a severe disruption either in the school building by an external person, or if there is a severe disruption just outside the school.

We will tell the children that we are having a lockdown and explain the procedures beforehand. **If you feel your child may be adversely affected by this, please tell you child's teacher.**

Here is a brief overview of what will happen:

- The children will be told we are in 'full lockdown' - they will be advised this is happening beforehand so they understand this is a practise.
- The classroom doors and windows will be closed.
- The children are to sit down in the classroom and a register will be taken once the 'all clear' has been given.
- Staff will practise their roles in a lockdown by searching the school and pretending to contact emergency services if required.

If you have any questions about this, please email the school on the email address above. Please do let us know if you have any concerns.

Yours sincerely,

Mr L Woodward

Headteacher