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12th January 2026

Dear Parents/Carers,

Re: Lockdown Procedures and Practice

At Istead Rise Primary School, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced revised 'lockdown' procedures.

I am writing to inform you that we will be practising this procedure on **Wednesday 21st January 2026**. Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn. There will be a whole school assembly on Monday 19th January, followed by class assemblies and class discussions on Tuesday 20th January, before our lockdown drill takes place.

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

A lockdown procedure is a standard health and safety procedure, similar to a fire drill. Our lockdown procedure would be used when there is a threat to the safety of pupils, 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 people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- near-by chemical spillage
- proximity of dangerous dogs
- serious weather conditions (high winds with a risk of tree damage)
- attempted access by unauthorised persons intent in causing harm/damage
- bomb threats or suspected terrorist activity.

Our procedure

Our lockdown procedure is as follows:

1. People will be notified that lockdown procedures are to take place immediately upon hearing a two tone alarm, which will sound through the fire alarm system.
2. The signal will activate a process of children being ushered into the school building, to their classroom, as quickly as possible if they are outside.
3. All internal and external doors will be closed and locked
4. Where possible, windows will be closed, blinds will pulled down and lights turned off.

5. Staff will ensure children are positioned away from possible sightlines from external windows/doors.
6. Children and adults will remain in the room they are in for the duration of the lockdown. The emergency services will be called to inform them the school is in lockdown.
7. Staff and pupils will be instructed to follow the CLOSE procedure as follows:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

Instructions for parents in the event of a lockdown

If necessary parents will be notified as soon as it is practical to do so via text and email.

Parents will be told:

'...the school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lockdown. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services.

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared. If you or your child have any further concerns or questions, please do not hesitate to speak to a member of staff. Thank you for your understanding and continued support.

Yours sincerely,



Mrs M Clark
Head of School

