



Pye Green Academy
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Headteacher: Mrs S Yates

Dear Parents/Carers,

At Pye Green Academy, we take safeguarding and the safety of your child very seriously. It's important that we put procedures in place and plan even for those events that are very unlikely to occur.

As part of this, we have a 'Lockdown Policy'.

I'm writing to let you know that we'll be practising this procedure during the next few weeks.

What is a security lockdown and when would it happen?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill that all schools should have. Our lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's 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 security 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 that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

About our upcoming security lockdown drill

Prior to practicing this procedure with pupils, staff will take time to talk to pupils (in an age-appropriate manner) about a lockdown and explain why they're important. They'll reassure pupils 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.

What is our school's security lockdown procedure?

- A signal, using the school bell, will be given to let school staff and pupils know that the procedure is in place
- Further communication will be via radios within school
- Children will be directed towards designated 'safe places' in school
- Class teachers will retain responsibility for their classes
- Senior leaders, including the Head and Deputy will manage the situation and inform the police
- Everyone will remain inside until the 'all clear is given'

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

- In the event of any of the procedures taking place due to a real emergency, parents will be informed of any developments as soon as is practicable via email.
- Parents will be informed not to ring or come to the school as this could interfere with the work of the emergency services and may result in putting themselves and others in danger.
- The school will contact parents when it is safe for them to collect their child.

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

If you or your child have any concerns or questions, please do not hesitate to contact Clare Brindley Cooke on enquiries@pga.greenheartlearning.org or call the school Office on 01543 227175.

Kind regards,



Mrs S Yates
Headteacher



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