



Lees Brook Academy

Tuesday 29th March 2023

Dear parent and carers,

At Lees Brook Academy, 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 a procedure called "lockdown".

I am writing to inform you that we will be practising this procedure on Friday 31st March. 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 than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Our lockdown procedure is as follows:

- Students will be alerted to a lockdown by the lockdown alert stating that a lockdown has been initiated
- If students are already in a lesson, then they remain in the room
- If students are between lessons or it is break-time, students should move directly to the nearest available classroom.
- The class teacher will register the students to ensure that all are accounted for.
- Classroom doors will be locked from the inside and students moved away from windows and doors.
- Blinds to exterior windows will be drawn
- Students encouraged to keep silent and remain calm

The lockdown will be rang again to signal that students are now safe to continue.

Prior to our drill, staff will take time to talk to students 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.

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our students and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate your Head of Year.

Yours Sincerely,
Mrs C Watson

Principal