



Merley First School

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Monday 17 October 2022

Merley First school Lockdown Procedures

Dear Parents/carers,

On Wednesday 19 October we will be holding a whole school practice of the Merley Lockdown procedures. All pupils will be told about this during Wednesday's assembly. I will be explaining what will be happening in a way that helps them understand the importance of practising safety procedures, in the same way we practise fire drills. The examples we have given the children of possible reasons for needing a lockdown would be a nearby fire and harmful smoke or gases in the air or a wild animal on the school site such as a deer.

The children have been instructed that while outside, they would see a member of the senior leadership team using 3 sharp blasts on a whistle to indicate that each class needs to line up quietly and follow the adult back to their classroom. The doors and windows will be shut and locked and the children will sit calmly and quietly on the carpet or at their tables while the register is taken and awaiting next instructions. A senior leader will then verbally update each class with the necessary information and tell them when the lockdown situation is over.

Communication between parents/carers and the School

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents/carers will be given enough information about what will happen so that they:

- Are reassured that the School understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the School. Calling the School could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the School. They could interfere with emergency provider's access to the School and may even put themselves and others in danger.

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- Wait for the School to contact them about when it is safe to come get their children, and where this will be from.

Parents will be told:

'The School is in a full lockdown situation. During this period the office and entrances will be un-manned, external doors locked and nobody allowed in or out. '

I am sure that this type of event is unlikely, but it is important the children understand what to do in these instances and can follow the instructions safely and calmly.

It may be helpful to talk to your child about this procedure to reassure them. I am confident that we will practice this procedure with the same respectful and sensible manner that all fire evacuation drills are conducted,

Kind regards,



Katharine Anstey
Headteacher