



# Phoenix St. Peter Academy

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24<sup>th</sup> June 2024

Dear Parents / Carers,

## 'Lockdown procedure' practise

As a school we have reviewed our safety policies with our Trust, in particular how we secure, or 'lockdown' the school building in the event of an emergency. For instance, due to a fire in the community, a dangerous dog or other animal on the school site or the Police being concerned about a safety issue in local community.

For an emergency evacuation, we use the school siren system to inform staff and children that an evacuation is underway; the siren sounding means we leave the building and go to an assembly point on the playground. We practise this regularly and the children are very well prepared for emergency evacuations.

For an indoor 'lockdown', we will use whistles to inform everyone to remain in their classrooms, stay quiet and wait for instructions.

At all times, the children will be reassured and directed by school staff.

I am writing to let you know that today we had an assembly to explain to the children about 'keeping safe indoors' and what 'lockdown' means. We then practised this so that everyone would know what to do in the highly unlikely event this might happen.

I reassured children that this is very unlikely, the same as a fire is unlikely but for our safety we need to have a plan.

As always, the safety and security of all children and staff is our priority. If you have any questions please seek reassurance from your child's class teacher.

Kind regards,

*ML Jordan*

**Mr. Matthew Jordan**  
**Executive Headteacher**