
Bury St Edmunds All-Through Trust - Tollgate Campus

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Inspire, Create and Discover Together

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Thursday 31st January, 2019

Lockdown Procedures

Dear Parents and Carers,

As a school, we have a policy which sets out the procedures for Lockdown should it be necessary. We would go into 'Lockdown' in response to an internal or external situation that could put the children and staff at risk.

The school's Lockdown procedures are as follows:

Three blows of an air horn signal that all children and staff must go into their classrooms and stay there.

Staff will ensure doors and windows are closed. Blinds will be drawn.

Staff inform the office of the children present and they check that everyone is accounted for.

The school would work with external agencies to promote the safety of everyone.

When it is safe to do so, a member of SLT will inform each class that the school is safe.

As a school, we will inform you that we have had to initiate lockdown as soon as reasonably practicable. If the school has initiated this procedure, then you will be unable to collect your child from the school until it is declared safe.

We will have a practice drill once a year; this is to ensure staff are confident with the procedures and that the children know what to do. When this occurs, we will inform you that we have had a practice.

If you have any questions, please speak to a member of staff.

Yours faithfully,

A handwritten signature in black ink that reads 'H Brookman'.

Miss H Brookman
Acting Head of School