

November 2017

Dear Parent/Carer

Lockdown Drill

As part of our ongoing work to safeguard our students we are developing a procedure for an Academy lockdown. This would be activated in an emergency situation in school.

From Monday 20th November 2017 students will have been informed of the forthcoming drill and form tutors will be discussing lockdown procedures with their forms. The presentation that was shared will give instructions regarding the 'dos and don'ts' but will also allow students to discuss how they could make their own classroom as safe as it can be and how they should react if the lockdown bell sounds. We are planning a whole school lockdown drill before Christmas and this will take place on the afternoon of **Thursday 7th December 2017**.

As part of the lockdown procedure a text message will be sent to all of our contact numbers so that parents and carers are aware that we are either conducting a drill or whether we do in fact, have a lockdown situation. During a lockdown please do not try to call the Academy as telephone lines would need to be kept clear for emergency services. Furthermore please do not come up to the Academy. As tempting as this may be, in the event of a genuine lockdown being necessary, it would hinder our efforts to keep everyone in the Academy safe. When a lockdown situation occurs a second message will also be sent out issuing the 'all clear'.

On December 7th and every time thereafter that we conduct a lockdown drill, you will receive the following message to alert you:

'Lightcliffe Academy is conducting a lockdown drill. During this time we shall be unable to take calls or accept visitors. External doors will be locked and no one will be allowed in or out'

We have also prepared another in-case we have a real emergency. This will say:

'Lightcliffe Academy is on lockdown at this moment. During this time we shall be unable to take calls or accept visitors. External doors will be locked and no one will be allowed in or out. Please DO NOT call or come to the Academy as this could put yourself and your child in danger. You will be contacted when this emergency situation is clear.'

And finally we will issue an 'All clear' message which will read:

'The lockdown situation has been resolved and it is ALL CLEAR'

If you have any questions about our lockdown procedures please contact Andy Bemrose, Assistant Principal. In the meantime we would like to thank you for your support and understanding regarding the need to implement these additional safety measures. We hope that these procedures reassure you of our commitment to ensure that all members of our school community are kept safe at all times.

Yours faithfully



Mr T Rothwell
Principal