



Mrs Delia Sheppard
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Dear Parents

The security of the children at Burchetts Green is very important to us all. The school regularly under takes fire drills so that the children know how to leave the building in a case of an emergency. However some emergencies might mean the children would need to stay in school rather than evacuate the building.

There are number of reasons such an emergency may arise for example

- near-by chemical spillage
- severe and serious weather conditions
- attempted access to the school by unauthorised persons intent in causing harm or damage

We now have a lockdown procedure in case of such emergencies. The purpose of a lockdown procedure is to practise how we will keep the children safe should an emergency arise that means the children need to stay in the building.

We plan to carry out our first lockdown drill before the end of next week. As a school we won't be discussing terrorism, intruders or anything of a nature that could potentially worry the children. We will be describing the exercise as keeping safe should an animal we do not know get into the school grounds.

Please be assured that it is highly unlikely that we will ever need to implement a real lockdown, in the same way that we will probably never need to use our fire evacuation plan but I know you all appreciate how important it is that we have procedures in place.

Of course if you have any questions then please do let me know.

Kind regards

A handwritten signature in black ink that reads 'D. Sheppard'.

Mrs D Sheppard