

TN/kw

28th February 2025

Dear Parents and Carers,

Lockdown procedure- Friday 14th March 2025

At Queen Elizabeth's School, the safety and wellbeing of all students is our priority. As part of our ongoing commitment to ensure students and staff are prepared in case of an emergency, we will be conducting a whole school walkthrough of our lockdown procedure on **Friday 14th March at 13.35pm (PM tutor time)**.

Our procedures will aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. On very rare occasions it may be necessary to entirely secure the school buildings so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds. A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by 'unauthorised persons' intent in causing harm/damage.

During this planned exercise, we will review the steps necessary to secure our school in the event of a lockdown situation. This will involve all students and staff practising the procedures in a controlled process. The goal is to ensure that everyone is familiar with the protocol and knows how to act quickly and calmly should such an event ever occur.

A few key points to note are as follows:

- The walkthrough will not be a real emergency but is designed to help everyone understand their roles and responsibilities.
- Students will be guided through the procedure by their teachers and school staff.
- Our primary focus is on creating a sense of security and preparedness, not causing any anxiety or distress.
- Parents will be notified immediately if a real lockdown situation ever arises, and we will follow up with clear communication on the status of the situation.

We understand that hearing about lockdown drills can be concerning, but please be reassured that the intention is to ensure a swift, effective response in case of an emergency. Should you have any questions or concerns, please don't hesitate to contact us via office@queenelizabeths.com Thank you for your support as we work to keep our school a safe and secure place for all of our students.

Yours Sincerely,



Mr Thomas Neill

Headteacher