



QUORN HALL  
SCHOOL

10th June 2022

Quorn Hall School  
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Dear Parent/Carer

At Quorn Hall School we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called "lockdown". I am writing to inform you that we will be practicing this procedure on Monday 13th June 2022.

#### What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site.
- A disturbance or dangerous situation in the local community that could affect the school.
- A nearby chemical incident or other risk of air pollution.
- An incident related to terrorism.

#### Instructions for parents in the event of a lockdown

- Parents/Carers will be informed that the school is in lockdown via the school texting system or website, whichever is more appropriate to the circumstances.
- Parents/Carers should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services.
- Parents/Carers should not discuss the event on social media, as this may spread false information and create panic.
- Pupils will be instructed not to use mobile phones during a lockdown, so parents/carers should not be alarmed if your child does not answer their phone.

- Parents will be informed either via the website or school texting system if the lockdown continues beyond school hours, and if there are any changes to collection arrangements in this circumstance.

Prior to our drill tutors will hold a class assembly in their classroom to inform pupils about lockdown procedures and explain why they are important. Pupils will be reassured after the drill that they are safe, and it will be emphasised that practicing procedures like this will make sure the school remains a safe place to learn.

I must stress again this was simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared. This is a good opportunity to discuss this practice with your child.

If you or your child have any further concerns or questions, please do not hesitate to contact me.

Yours sincerely



Antonia Jackson  
**Head Teacher**



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