



The Firs

Lower School

16<sup>th</sup> November, 2023

Dear Parents/Carers

### Re Lockdown drill

Central Bedfordshire Council, in line with all other local authorities, advises schools to have an established 'Lockdown procedure' to ensure that everyone knows what to do if, due to an incident, it was necessary to keep all the children and staff safely in school.

Today the school held its annual 'lockdown drill' to test our procedures.

The safety of our children is of paramount importance to us and so we have put a great deal of thought into creating our procedures. I wanted to write to you today to let you know that we have conducted a drill today and to reassure you that we have planned today's drill so that it doesn't in any way concern any of the children.

As part of our procedures, we give guidance to staff about how to explain the annual drill to children and I have included this extract below, so that you will know how we have explained it in case children ask or comment about it at home. We have asked staff to say "when the fire alarm rings, we go outside to be safe but sometimes we need to go somewhere safe inside the building. Today we will be doing a practice of what we do if the bell sounds and we have to go to a safe place inside the school."

I am pleased to say that the 'lockdown drill' went well and the children did not appear to be in any way concerned by this procedure.

If you have any questions relating to this, please do not hesitate to talk to myself or a member of the SLT.

Thank you for your continued support.

Yours sincerely,

Adam J.G Campbell (Headteacher)

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