



25th September 2023

Dear Parents and carers

Re: Emergency Lockdown Procedure

As you may be aware, all schools should have a lockdown procedure in place to ensure the safety of staff and students in case of emergency.

Lockdown procedures are important and would be used in response to an internal or external incident which could pose a threat to the college community.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident or disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

The method of communication in school is a continuous bell, this will alert all staff and pupils to return to their form room or classroom. The lockdown procedure will then initiate which will involve myself, HFCMAT and the emergency services. Any lockdown drill will be conducted sensitively so as not to cause any unnecessary distress. We are planning to sound the lockdown bell this week so pupils are aware of the sound, this will be done during Inspire time and students will be informed in advance. Please note, this will not constitute a lockdown drill, but we do want to familiarise the pupils with the sound of the bell.

In the event of a real lockdown you will be alerted to this via the school messaging system and we will advise you of actions required from parents and carers, this will generally be to stay away from school until we provide you with further information.

Hopefully, we will never have a situation where we would need to use the lockdown procedure but we all feel safer knowing that we have a process in place for any eventuality that would keep our children safe.

Wallasey Village, Wallasey, Wirral, CH45 3LN

If you have any questions please feel free to get in touch with the school office. T: 0151 639 7531 F: 0151 201 4514

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Kind regards

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Mr K Maddocks

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Headteacher



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