



# Wolstanton High School

A Shaw Education Trust Academy



**Executive Principal: Mrs D Farrent, B.A. MSc, NPQH**

**Head of School: Mrs M Hobson B.Ed**

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## Our lockdown drill arrangements

Dear parent or carer,

I am writing to inform you of the Wolstanton High School's annual lockdown drill that is due to take place before the end of term.

During a lockdown, staff members will keep pupils indoors for a period of time, rather than use outdoor areas, open spaces or corridors. The drill will be timed to ensure it causes the least possible disruption to pupils' learning, whilst providing a test of the lockdown procedures.

It is essential we carry out this drill, so that in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement.

Staff members will be instructed to remain calm at all times, so that pupils do not get distressed. The drill process will be explained to pupils beforehand during assembly and again during registration. We hope the lockdown procedure will never have to be used, but need to ensure we are fully prepared for all situations.

Our lockdown procedure will come into effect in the following circumstances:

- In the event that an unauthorised person(s) considered dangerous, is/are on school grounds.
- In instances, including domestic breakdowns, where estranged parties are attempting to abduct pupils.
- In instances where personnel, pupils, volunteers or staff become a threat to the wellbeing of others.
- In emergency situations where there is a risk from poisonous fumes or a chemical spillage.
- If a dangerous animal is on the premises.
- In an extreme weather event causing the pupils to be at risk.

After the Executive Principal has given direction for the lockdown drill to commence, the following procedures will be rehearsed:

- A pop-up alert and alarm will sound on all staff PCs.
- An alarm will sound through the fire alarm system, this will be a short burst in a different tone.
- Staff will direct pupils inside, by the nearest entry point, to the nearest building.
- Staff will lock all exterior doors.
- All windows will be secured and blinds closed.
- Teachers will reassure pupils throughout the procedure.
- Pupils will be directed away from doors and windows and will sit underneath their desk.
- Nobody will be allowed in or out of any building for the duration of the drill.
- At the end of the drill the same pop up alert will sound to indicate the end of the drill and senior staff will circulate around school.

If you have any concerns or questions, please contact Mrs Harvey, Director of Business and Finance on 01782 742900 or [bursar@wolstanton.shaw-education.org.uk](mailto:bursar@wolstanton.shaw-education.org.uk)

Yours sincerely

Mrs D Farrent Executive Principal

Mrs M Hobson Head of School