Dear Parents/Families,

RE: Autumn Term Lockdown Drill

At Lyng Hall School, the safety and wellbeing of our students and staff remain our highest priority. As part of our ongoing commitment to safeguarding, we regularly review and practice our emergency procedures to ensure that everyone in our school community is prepared to respond calmly, safely and effectively should an emergency situation arise.

Our students are already familiar with our fire evacuation procedures and understand the importance of following staff instructions during emergency situations. Practicing a range of emergency procedures helps students and staff become familiar with what is expected of them, builds confidence in the school's safety arrangements and ensures that our community is well prepared to respond appropriately in the unlikely event of a real emergency. On Wednesday 11th November we will be practicing our Lockdown Procedure.

What is a lockdown and when might it be used?

A lockdown is a standard safety response, much like a fire drill. It is used if there is a potential threat to the safety of those in or around the school and it is safer for everyone to remain indoors rather than evacuate. The purpose is to keep students, staff and visitors secure until the situation is resolved.

Examples of when a lockdown might be necessary include:

- An unauthorised or potentially dangerous person or animal on site.
- A serious incident in the local area that could impact the school.
- A nearby chemical or air pollution risk.
- A terrorism-related or extremist incident.

How does the lockdown procedure work?

- A distinct signal will alert staff and students that the lockdown procedure has been activated.
- Anyone outside will be guided indoors immediately.
- Those already inside will stay in their classrooms.
- Depending on the situation, doors and windows may be locked or barricaded.
- Contact with emergency services will be made.
- Parents and carers will be informed as soon as it is practical to do so.
- The lockdown will only end when authorised by Senior Staff or the emergency services.

Important guidance for families during a lockdown:

- Information and updates would be shared with families as soon as possible.
- Students will be asked not to use mobile phones, so please don't be concerned if your child doesn't respond to messages.
- We ask that you do not contact the school, as phone lines must remain free for emergency use.
- Please do not come to the school site; doing so may interfere with emergency operations and put you or others at risk.
- Avoid posting about the incident on social media, as this can cause unnecessary alarm or spread incorrect information.

About our upcoming practice drill

We will be carrying out a full site lockdown drill on Wednesday 11th November**.**

During this time, our **Main Reception will be closed** and phone calls will not be answered between 12:00pm and 12:35pm. The drill will last for approximately 25 minutes.

Before the practice takes place, students will attend assemblies and briefings to ensure they understand what to expect and what is required of them. Staff will also provide reassurance throughout and after the drill will remind students that this is purely a practice to help us all stay safe.

If you have any questions about the upcoming drill, please complete the following form:

https://forms.cloud.microsoft/e/k5f7v2rbb0

Thank you for your continued cooperation and support.

Yours sincerely,

Leah Martindale
Headteacher

Lyng Hall School
Blackberry Lane
Coventry
CV2 3JS

Tel: 024 7672 4960
Email: admin@lynghallschool.co.uk
www.lynghallschool.co.uk
Headteacher: Leah Martindale