



Highcliffe St. Mark Primary School & Fledglings Pre-School

A Church of England Foundation School

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26th January 2025

Dear Parents and Carers,

I am writing to let you know that we will be practising our *lockdown procedure* with the children in the coming weeks as part of our ongoing commitment to keeping everyone safe.

Why we are doing this

The Department for Education recommends that schools regularly practise safety procedures so that pupils and staff know what to do in the unlikely event that we ever need to secure the school site. We are carrying out a practise now because we have recently installed a new alert system, and it is important that everyone becomes familiar with how it works. Practising helps pupils and adults feel confident and prepared.

What will happen

The practise will be calm, age appropriate, and clearly explained to the children beforehand. Teachers will reassure pupils that it is *only a practice* and use simple examples they understand, such as a wild animal on the grounds or very strong weather, to help explain why staying indoors can help keep us safe.

When the alert sounds, pupils will return to classrooms, stay with the adult, and be asked to remain quiet until the all clear is given. The new alert system has been chosen because it is clear and effective without being overly loud or alarming for children.

We know some children, including those with additional needs or who may feel anxious, might require extra reassurance, and staff will support them throughout.

What you need to know

- The practise will take place on **Friday 30th January**
- Children will remain with their usual adults.
- The practise is calm, planned, and not related to any real emergency.

As with fire drills, lockdown practises will subsequently take place regularly throughout the school year so that children and staff gain confidence and familiarity with what to do in the event of an emergency situation.

If you have any questions, please contact me or your child's class teacher.

Thank you for your continued support.

Yours faithfully,

Claire Barker
Headteacher



PROUD TO BE A
MUSIC MARK
SCHOOL
2023 - 2024

