



Beeston Primary School

Town Street, Leeds, LS11 8PN



“Promoting a love of learning”

Monday 8th July 2019

Dear Parents and Carers,

Enhancing Safety In Our School

At Beeston Primary School we take pupil safety very seriously. It is important that we continuously review all our procedures, even taking into account the events that are very highly unlikely to occur. As part of this process, we are introducing a new procedure called ‘lockdown’.

I am writing to inform you that we will be practising this procedure at some point this week.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill. Our lockdown procedure would be used if there was ever a threat to the safety of pupils, staff and others in the school. A lockdown is initiated when it is deemed safer for everyone to remain in school rather than to evacuate.

The aim is to keep people safe by confining them to a secure place of safety. Situations when our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Our lockdown procedure has been discussed with staff and governors, and will be explained to the children this week. During a Lockdown Drill, students remain in the classroom, regular activity stops, all doors are secured and the students remain inside the room until instructed by the safety authority figure to resume their regular activities. All exterior doors are locked as well and no one is permitted to enter or leave the building. Students are kept inside the school and classrooms when circumstances make it safer to stay in the classroom rather than evacuate. Lockdown drills will be practised every term, just like the fire drill that our children do so well!

Instructions for parents in the event of an actual lockdown (not a practice drill)

- Parents and carers will be informed that the school is in lockdown via the school’s website (where possible) and via a text message
- Parents and carers should not attempt to call or come to the school, as this may hinder the school’s effort to contact and work with the emergency services
- Parents and carers should not discuss the event on social media, as this may spread false information and create panic
- In the event of the lockdown continuing beyond school hours, the school website home page will be updated with the latest information (where possible) and a further text message will be sent

Prior to our practice drill, staff will have spoken to our pupils about lockdown procedures and explained why they are important. They will reassure pupils during and after the drill and will emphasise that this is similar to a fire drill. We would encourage parents and carers to discuss the process and reasons for lockdown procedures being required in an open manner with their children.

Headteacher Mr. N. Edensor

Tel. No. 0113 2716978

www.beestonprimaryschool.co.uk

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I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact school.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'N. Edensor', with a horizontal line underneath the name.

Mr. N. Edensor
Headteacher