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**Chief Executive:**

Sarah Longville BA, MA, NPQH



**Marches Academy Trust**

Monday 12<sup>th</sup> February 2018

Dear Parent/Carer

### **Secondary School Lockdown Practice – The Marches Academy Trust**

Once a term, we stage a fire drill in order to remind our students of the importance of evacuating the buildings; it is a statutory responsibility, and our students understand its importance. In recent times, however, we have considered the opposite – a lockdown procedure, where the intention is to keep all students secure under close supervision inside the premises, for a brief period of time. Although not yet a statutory responsibility, along with other secondary schools in our county, we believe it is important to test such a procedure.

We will be sharing the relevant information of this plan with our students during form time this week. This will be in readiness for a practice lockdown on Friday 16<sup>th</sup> February.

***For the purpose of this particular drill, the scenario we will be acting out is that there has been a chemical gas leak in the local area requiring everyone to stay inside with doors and windows shut.***

I am writing to you in advance so that you are fully aware of the planned lockdown practice and so you can discuss this with your children. There is no need for our students to be unduly alarmed or anxious.

#### **A brief summary of the procedure**

Following the particular ***agreed lockdown tone***, our procedure will be to ensure all students are in the care of an adult either in a classroom or, if doing PE, the sports hall, in the company of a teacher. Certain staff will sweep the building to ensure no student is away from an area staffed by an adult (this may occasionally be the case, for example, if working on creative tasks requiring extra space, perhaps on their way to reception or the toilet). The purpose is, as far as is reasonably possible in the usual run of the curriculum, to ensure all students are in a defined area, with a member of staff. The Senior Leadership Team will patrol the school site along with our site team, throughout the process to ensure all students are where they should be.

I do stress that this is a drill that is being practised. Please do get in touch if you have any questions. The procedure is being overseen by the Trust Business Manager, Mrs Joanne Jones; if you wish to raise any questions with her, please address them in the usual way to [admin@marchesschool.net](mailto:admin@marchesschool.net), marked FAO Mrs Jones, Lockdown procedure.

Yours sincerely

Alison Pearson  
The Marches School  
Headteacher

David O'Toole  
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Headteacher

