



St Paul's C of E Junior School
Oxford Road, Wokingham, RG41 2YJ
Tel: (0118) 978 5219
Email: office@stpauls.wokingham.sch.uk
Website: www.stpauls.wokingham.sch.uk
Headteacher: Mrs J M Taylor

6th March, 2018

Dear Parents,

Re: Lockdown Procedure

The Department for Education (DfE) recommends that schools create and maintain an emergency plan and be ready to deal with the sort of emergencies that no one really wants to think about - children and staff being endangered by an external threat. In emergency planning terms, this is called lockdown.

The advice to schools from the DfE states that planning for such emergencies can save lives. It can prevent an incident getting worse and reassures pupils, parents and staff that a school is a safe place to learn and work. Plans which deal with the consequences of the large-scale emergencies also help staff to deal with the smaller (but nevertheless potentially distressing) incidents that schools sometimes experience. The last incident to affect St Paul's was bees swarming in the grounds and everyone had to be brought inside until the danger had passed.

In the case of a fire or similar emergency, pupils and staff are taught how to leave the building swiftly and quietly. In a lockdown, we rehearse remaining in the building until the threat is removed. A distinct procedure is needed because it is different to the standard emergency drills, and could be so extreme in nature that everyone needs to be thoroughly well versed in its contents and the role they play.

It is important for us to be sufficiently prepared for any event and this morning, Mr Day led a Safety Assembly to brief the staff and children about the procedure. We will carry out a rehearsal later this week.

Should you have any queries, please do not hesitate to contact me.

Yours faithfully,

Jubiane Taylor

Mrs J M Taylor
Headteacher

