



## HEACHAM JUNIOR SCHOOL

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23/10/25

Dear Parents/Carers,

I would like to inform you about a new lockdown system that has been installed in school that will be used after half term to practice in the event of a security alert.

The Department for Education recommend we have a lockdown system in place to manage and respond to security related incidents. Whilst serious security incidents in school remain rare, it is important that we have these measure in place in order to protect our pupils and address the threat of serious violence should this ever occur.

Our procedure in response to a security breach or incident is laid out below and all staff and students will be notified that this procedure is to take immediate effect on hearing a siren.

All students, staff and visitors will follow the **CLOSE** procedure as initiated by teaching staff:

**C**lose all windows and doors

**L**ock up and secure areas/classrooms that can be secured

**O**ut of sight and minimise/stop all movement and activities. PE classes outside must make their way

to the nearest indoor secure point in school (classroom/hall/changing rooms)

**S**tay silent and avoid drawing any unnecessary attention

**E**ndure and be aware that you may be in the Lockdown situation for a significant period of time.

All staff and children will be made aware of this procedure and like a fire drill, there will be a need to practice this to identify where improvements can be made and to ensure everyone is clear of the procedure.

Please be assured we will address this drill with sensitivity and will make sure children are reassured throughout the practice without unduly alarming them.

If you have any questions or concerns regarding this, please do not hesitate to contact me.

Yours sincerely

Louise Jackson

EXECUTIVE HEADTEACHER

Ms L Jackson



ASSISTANT HEAD

Mr A Kirwan

