

October 2018

Headteacher: Mr S Woods

Upper Shirley High School
Bellemoor Road
Shirley
Southampton
SO15 7QU

Dear parent/carer,

Annual lockdown drill

I am writing to inform you that we will be practicing our 'lock down' procedure on Tuesday 16th October. For the benefit of new parents, we run a lockdown drill annually at USH.

Lockdown procedure would be used when there is a threat to the safety of students, staff and others in the school, and on any occasion when it is safer for everyone to remain in school than to evacuate. The aim is to keep people protected by confining them to a secure place of safety.

We have two types of lockdown:

- Full lockdown - where all staff, students and visitors must lock themselves in a room for safety
- Partial lockdown - where all staff, students and visitors must remain in their room without the need to lock/secure the door

Situations where our lockdown procedure may be used:

- A potentially dangerous person or animal on the school site
- An internal incident/accident which needs to be carefully managed
- 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 procedure

We follow the lockdown procedure laid out by the Hamwic Education Trust. Therefore, students coming from the JEP feeder schools should be aware of it and the need to practice the procedure.

Prior to our drill, staff will take time to talk to students about our lockdown procedures and explain why they are important. They will reassure students after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

Instructions for parents in the event of a lockdown

- We will update parents as soon as we are able to; there may be a delay as our first priority will be managing the activity in school and keeping everyone safe.
- During a lockdown, students will be instructed not to use mobile phones and parents should not attempt to phone their child.
- During a lockdown, parents 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.
- We ask you not discuss a lockdown on social media, as this may spread false information and create worry or panic for the community.

This planned drill will assure us that in the event of a real situation occurring, our students and staff are fully prepared.

If you or your child have any further concerns or questions, please contact me.

Yours sincerely,

Mrs Julie Prince
School Business Manager
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