

Monday 6th November

Ensuring safety in our school

Dear Parent/carer,

At Wodensborough Ormiston Academy, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we need to practice a procedure called "lockdown".

I am writing to inform you that we will be practicing a **full lockdown** procedure over the next week. This is part in response to the recent police incident in the local community. We want to ensure, as soon as possible, that our students are aware of how a lockdown operates in order to keep them as safe as possible on site.

Instructions for parents in the event of a lockdown.

- We will inform you when we are due to practice any of our health and safety lockdown procedures. *With this letter we are informing you that we will have a practice full lockdown this week.* We will also send you a courtesy text at the end of the lockdown practice to inform you it has happened.
- In the event of a real lockdown you will be notified by text and/or the gateway app.
- Please do 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 if needed.
- We ask that you do not discuss any event on social media, as this may spread false information and create panic.
- Students will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if your child does not answer their phone
- In the event that a lockdown continues beyond our school hours, you will be notified by text and/or the gateway app. and whether there are any changes to collection arrangements in this circumstances

Prior to our full lockdown practice

Before a practice takes place staff will take some time to talk to students about lockdown procedures and explain why they are important. They will reassure students after the drill that they are safe, and will emphasise that practicing procedures like this will make sure the school remains a safe place to learn. This is similar to when a fire drill is practiced in the academy.

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

If you or your child have any further concerns or questions, please do not hesitate to contact me via reception or email directly using Nicola.atkins@woacademy.co.uk.

May I thank you in advance for your continued support.

Miss N.J. Atkins

Assistant Principal – Compliance and Destinations