



Friday 17th April 2026

Dear Parents and Carers,

Enhancing Safety in our School

At St Cross Catholic Primary School, we take safeguarding and the safety of our children very seriously. To help maintain a safe environment for learning, it is important that we regularly practise our emergency and crisis response procedures, including our lockdown procedure.

I am writing to inform you that we will be practising this procedure on **Thursday 23rd April 2026**.

What is a security lockdown and when would it happen?

A security lockdown is a standard health and safety procedure, similar to a fire drill. It may be used in response to a situation - either inside or outside the school - that could pose a risk to the safety of pupils, staff, and visitors.

A lockdown would be used when it is safer for everyone to remain inside the building rather than evacuate. The aim is to keep everyone safe by moving them to a secure place and restricting movement. Situations where a lockdown may be necessary include:-

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community
- A nearby chemical incident or risk of air pollution

We understand that practising a lockdown may cause some anxiety, particularly for younger or more vulnerable children. Prior to the drill, children will be guided through the process in an age-appropriate way during class discussions with their teacher. Staff will explain that, just as we practise fire drills to leave the building safely, we also practise procedures to help us stay safe inside.

To help reduce worry, children will be given a simple explanation for the drill (for example, that it may be due to a dog on the field). Teachers will reassure children before and after the drill that they are safe and that practising these procedures helps keep the school a safe place to learn. Children who may find the drill more challenging will be supported appropriately.

You may find it helpful to talk about this at home to reassure your child.

During a lockdown, children will remain in their classrooms while staff secure doors and windows. Pupils will be positioned away from doors and windows where appropriate. Any children or staff in corridors will be directed to the nearest supervised room. Once it is safe to do so, an "all clear" will be given.

In the Event of a Real Lockdown

If a real lockdown occurs, we will inform you as soon as it is practical via the school's communication systems. To support emergency services, we kindly ask that parents and carers do not come to the school site or contact the school during this time, as phone lines must remain available. Children will not be released until it is safe.

Following the drill, we will share further information with you. **I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe.**

Thank you for your continued support.

Yours sincerely,

Joanne Walsh

Mrs Joanne Walsh (She/Her)
Executive Headteacher