

Broomhill Infant School



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Head teacher: Jane Barnes

29th September 2025

Dear Parents and Carers,

Re: Lockdown Procedure

At Broomhill Infant School, the safety of our pupils and staff is our highest priority. To ensure everyone knows what to do in an emergency, we carry out regular drills, including fire drills, evacuation drills, and lockdown drills.

Although we hope we will never need to enforce a site lockdown, it is important that staff, pupils, and parents/carers are prepared. For this reason, we practise the lockdown procedure at least once a year.

This year, our lockdown drill will take place on Tuesday 14th October at 10:30am.

During the drill:

- Children will remain in their classrooms with their teacher.
- They will not be told the specific reasons for the drill but will learn that the alarm means staying in their classroom.
- They will not be asked to hide. Instead, they will sit together on the carpet while their teacher reads a story.

The purpose of the practise is to give staff confidence in following the correct steps, not to alarm the children.

Key points to note:

- Each classroom can be secured using a cabin hook on the inside of the door.
- In a real emergency, it is vital that parents/carers do not contact the school or their child until the lockdown has ended. We will communicate as soon as it is safe to do so.
- After the practise drill, we will send a text message confirming it was only a test and that there is no cause for concern.
- In the event of a real lockdown, you will be updated via Teachers2Parents once it is safe and appropriate to do so. Our priority will always be to keep everyone safe by securing the site and, if required, informing emergency services. When the lockdown ends, you will receive the following message: "The school has now safely ended the lockdown."

If you have any questions, please do not hesitate to contact me. Thank you for your understanding and support in helping us keep our school community safe.

Best wishes,

Jane Barnes

Head Teacher

