



3 December 2024

Dear Parent/Guardian

Lockdown drill

I'm writing to let you know that on Tuesday 3 December, we conducted a lockdown drill during the school day. Students were informed in advance of this and I am pleased that they cooperated well with the process.

At MER we take safeguarding and the safety of your child very seriously, therefore it is important that we have procedures in place and plan for those events that are very unlikely to occur.

What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- 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

Instructions for parents/carers in the event of a security lockdown

In the event of the school initiating the lockdown process outside of a drill, parents/guardians will be informed that the school is in lockdown. We will ask you not to come to the school as a safety measure, and we will ask that you do not call the school to allow for the main phone line to be clear to liaise with emergency services. Please be assured that we will communicate updates with you as appropriate and will inform you once lockdown has ended.

If you or your child have any concerns or questions, please do not hesitate to contact the school via MERoffice@maidenerleghtrust.org

Yours sincerely

Mrs C Swart
Business Manager

