

BWE/swh

19 October 2018

Dear Parent/Carer

**Re: Lockdown drill**

Whilst the need to lock a school down is very unlikely, The Ruth Gorse Academy has developed a procedure for this as part of our ongoing work to safeguard students.

On Tuesday 23 October, during our PD lesson, form tutors will be leading students through lockdown procedures. They will instruct students about correct procedures to follow in the event of a lockdown situation. In addition, they will also provide an opportunity to allow students to make a classroom as safe as it can be, and practice how to react if the lockdown signal sounds.

As part of the lockdown procedure, a text message will be sent to all parents/carers so that you are aware that we are either conducting a drill, or that we are in fact, in a lockdown situation. During a lockdown, please do not call the academy as telephone lines will be kept clear for contact with the emergency services. If a full lockdown situation occurs, a second message will be sent out issuing the all clear. For this reason, it is important that we have up to date contact details.

It is essential that you do not try to contact your son or daughter, either during a drill or a real lockdown incident. The academy staff and students will need to be silent during this period and noises from devices could attract attention towards a group of staff and students.

On Tuesday 23 October, you will receive the following message to alert you to our drill:

***'The Ruth Gorse Academy is conducting a lockdown drill. During this period, we will be unable to take calls or accept visitors, external doors will be locked and nobody will be allowed in or out. Thank you for your cooperation at this time.'***

All children have been advised about the proposed lockdown drill during assemblies this week.

If you have any questions regarding our lockdown procedures, please contact the academy.

Yours sincerely



Rebekah Taylor  
Principal