

**Chaucer Junior School**  
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**Head of School: Miss J. Mee**  
**Executive Headteacher: Mrs A. Upton**

12<sup>th</sup> November 2020

Dear Parent/Carer

The safety and security of all pupils and staff at Chaucer Junior School is our number one priority and we ensure that the very highest safety standards are adhered to by everyone at the school to ensure that your children are educated in a safest possible environment.

This involves ensuring that our staff, are highly trained in all school safety and safeguarding procedures and that these are reviewed and updated regularly.

It is also important that pupils understand the procedures and their own responsibilities. To that end, a class discussion will take place on school safety and the lockdown procedure. This will be followed by a drill of our lockdown procedure.

We will also run through the lockdown procedure to familiarise pupils with this and how and why it might be triggered, as well as discussing the types of incidents that it could involve and the different types e.g. a full or partial lockdown and what they entail. We will then practice our lockdown procedure week commencing 16<sup>th</sup> November. We will notify you by text when the practice has taken place.

In the same way we undertake regular fire drills, this drill is designed to ensure that staff and pupils alike are well prepared and to familiarise pupils with the process, so that they know what to do in the unlikely event of an incident, which triggers a lockdown occurring.

To briefly outline the process, in a lockdown scenario, we ask that pupils comply with all staff instructions and go to the nearest assigned safe space if they are outside or in the corridors. Staff will then ensure that the building is secure and a headcount/register is taken.

Events triggering a lockdown could include an incident in the local community which could pose a risk to the school; a dangerous individual identified in the locality; or, a major fire close to the school amongst others. Schools remain some of the safest and most secure public spaces, but we must always remain mindful of such threats, however unlikely they may be.

We appreciate both you and your children's continued cooperation and support in ensuring that the School offers a safe and secure learning environment. If you have any specific questions about our safety plans, lockdown procedures, or on-site security please do not hesitate to get in touch.

Yours sincerely

J. Mee  
Head of School

