Dear Parent/Carer

Re: Enhancing safety in our school

At Windsor High School and Sixth Form we take safeguarding and the safety of your child very seriously. It is important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have a safety procedure called "Lockdown".

I'm writing to let you know that we'll be practising this procedure with students in the next few weeks.

What is a lockdown and when would it happen?

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

Our lockdown procedure would be used when there is a threat to the safety of our students, staff and others in the school, and when it is 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 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

What is our school's lockdown procedure?

- Staff and students will be alerted to the activation of the lockdown plan by a recognised signal, audible throughout the school
- Students who are outside the school buildings will be brought inside as quickly as possible. Those inside school will remain in their classrooms
- All external doors and, as necessary, windows will be locked and, depending on the circumstances, internal classroom doors may also need to be locked
- Once in lockdown mode, staff will take registers and notify the office immediately of any students not accounted for and instigate an immediate search for anyone missing
- As appropriate, the school will establish communication with the Emergency Services as soon as possible
- Parents/carers will be notified as soon as it is practicable to do so via ParentMail
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff and students will remain in lockdown until this has been lifted by a senior member of staff or the emergency services

Instructions for parents/carers in the event of a lockdown

- In the event of an actual lockdown, any incident or development will be communicated to parents/carers as soon as is practicable
- School will provide regular communication of accurate information to help keep parents informed (please do not contact your child as this is likely to cause disruption to a silent lockdown)
- Parents should not contact the school (calling the school could tie up telephone lines that are needed for contacting emergency providers)
- Parents should not come to the school (they could interfere with emergency provider's access to the school and may even put themselves and others in danger)
- Parents should wait for the school to contact them about when it is safe for them to come and get their child/ren, and where this will be from

About our upcoming lockdown drill

Prior to practising this procedure with students, staff will take time to talk to students about lockdown procedures and explain why they are important. They will reassure students during and after the drill that they are safe, and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn.

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 students and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact Mr Morley, Deputy Headteacher via the school telephone number.

Yours sincerely

Mr B Morley
Deputy Headteacher