

Tuesday 9 December 2025

Lockdown Procedure at Valentine Primary and Nursery

Dear Parents and Carers,

I am writing to inform you that, in line with Department for Education requirements, we will be conducting a lockdown 'drill' at Valentine Primary School and Nursery. This is a practice procedure designed to prepare staff and pupils for the unlikely event of an intruder entering the building with the intent to cause harm.

Why we carry out lockdown drills

The purpose of the drill is to help children understand - at an age-appropriate level - how to anticipate and respond safely in a lockdown situation. It also allows school leaders to ensure that every child can be kept safe, secured in a designated safe zone, and accounted for quickly and effectively.

We appreciate that the idea of a lockdown can feel unsettling or even frightening, but regular practice is essential to ensure that we have robust and reliable procedures in place to protect children and adults.

What happens during a lockdown drill

If senior leaders need to initiate a lockdown, staff will be alerted discreetly. They will then begin the established protocol, which includes:

- Closing all windows immediately and shutting blinds.
- Turning off classroom and corridor lights.
- Moving children away from internal windows and into a part of the classroom where they cannot be easily seen from the door - this is usually beneath tables.
- Explaining to children, in an age-appropriate way, that we must stay very quiet to stay safe.
- Supporting children with special educational needs using tailored, calming strategies.

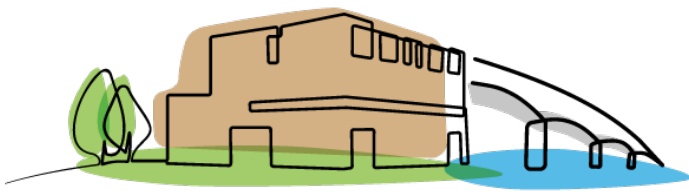
While children remain in their safe spaces, the senior leadership team will sweep the site to locate any pupils who may be in the toilet, transitioning between rooms, or working in other areas. These children will be directed to the nearest safe space (not necessarily their own classroom), and the member of staff supervising them will account for them immediately.

In a lockdown, staff also have access to a secure communication method via their personal mobile devices should the school's internet connection be disrupted. They can text a designated number to confirm who is present and who may be missing.

What happens in a real lockdown

If a real lockdown were ever required:

1. Senior leaders would contact the police immediately.
2. The local authority would be notified by the Headteacher.
3. Parents would be informed as soon as it is safe to do so via our social media channels and email *if this is possible*.



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Please note that during a real lockdown, we would not be able to take phone calls as the office team would also be in lockdown. Any visitors in the building would follow the same procedures as pupils and staff.

Communication after a drill or real incident

- **After a drill:** We will write to you on the same day to confirm that a practice has taken place.
- **In a real lockdown:** We will keep parents updated whenever it is safe and appropriate to do so.

We appreciate that this information may feel alarming, but we want to reassure you that our priority is, and always will be, the safety and wellbeing of your children. Having clear, well-rehearsed procedures in place helps us ensure that, in the event of a genuine emergency, we can act swiftly and decisively to protect everyone on site.

Children with additional needs will be supported following the drill with social stories, reassurance, and discussions tailored to their age and understanding.

Thank you for your continued support in helping us keep Valentine Primary School and Nursery a safe place for all.

Yours sincerely,

DJ Constable-Phelps .

Mr D Constable-Phelps
Executive Headteacher

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