



Wesley Methodist Primary School

Forth Road, Radcliffe, M26 4PX

Tel:- 0161 723 3416 Email:- office@wesley.epworthtrust.org.uk

Head Teacher – Mr R Jones

Deputy Head – Mr D Parker

www.wesleymethodistprimaryschool.co.uk

Twitter: @wesley_primary

Our lockdown drill arrangements

Dear Parent/Guardian

Over the past few months, Wesley Methodist Primary School has been putting into place preparations such as installation of a lockdown alarm, staff training and classroom locks to assist with our lockdown drill arrangements.

We have thought considerably on how we can carry out these lockdown drills without distressing the children and so the school staff will be outlining to the children what the lockdown drill means in the following ways:

- **Reception, Year 1** – the lockdown drill sound will mean it's time to come in from the playground, to keep quiet, and sit in a special area in the classroom for a special story/activity.
- **Year 2 to Year 4** – the lockdown drill means there is a potential danger such as a vicious dog on the playground or a fire nearby blowing smoke so we are asking children to come inside for their safety.
- **Year 5 to Year 6** – the children will be taught the main reasons on why this lockdown drill is being carried out including intruders etc.

Over the next few days, lockdown drill practises will be taking place:

Monday 25th November

Children will have an assembly about the lockdown drill and alarm and start to understand what a lockdown drill alarm means and will learn the different sound the lockdown drill alarm makes compared to the fire alarm.

Tuesday 26th November

In the afternoon, children will have a guessing game where they identify the sound and what action they need to take – fire or lockdown.

Wednesday 27th November

A lockdown drill will take place with the children.

Following this date, lockdown drills will take place at least every term.

During a lockdown drill, staff members will keep pupils indoors for a period of time, rather than use outdoor areas, open spaces or corridors. The drill will be timed to ensure it causes the least possible disruption to pupils' learning, whilst providing a test of the lockdown procedures.



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It is essential we carry out this drill, so that in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties and children know the procedures to follow. Drills will also help to identify any potential areas for improvement

Staff members will be instructed to remain calm at all times, so that pupils do not get distressed. Children will not be asked to hide under tables and doors will not be barricaded. We hope the lockdown procedure will never have to be used, but need to ensure we are fully prepared for all situations.

If there is a real situation where a lockdown drill needs to be used, we will inform parents via message on Arbor. We ask parents not to ring the school so we can keep the telephone lines free for the support services we may need. In addition, we would ask parents not to come to the school as during a lockdown drill, we cannot allow children outside of the school as this could endanger the child and/or parent.

If you have any concerns or questions, please get in touch

Thank you for your continued support,

Mr R Jones
Headteacher

