



Thursday 2<sup>nd</sup> February 2023

Dear Parent/Carer,

Assalamu Alaikum - Peace be with you.

**Re: Lockdown Practice Drill**

I hope and pray that you are well.

The safety and security of our pupils, staff and visitors is a top priority for us therefore, to support the Senior Leadership Team we need to educate not only our staff body but our pupils on the process and procedures we have outlined that everyone must follow in the event of a lockdown.

During a **Lockdown Practice Drill**, the sounder, a high-pitched continuous sound will be triggered, pupils remain in the classroom, regular activity stops, all doors are secured by the teacher or staff member present. Pupils are to remain inside the room until instructed to come out of the lockdown drill by a member of the senior leadership team, a member of the Estates or Office Team. If any pupil is not in the class at the time of the lockdown practice drill, they are to lock themselves in the nearest available lockable room and wait for the lockdown practice drill to come to an end before they go back to class.

All exterior doors are locked as well, and no one is permitted to enter or leave the building during the practice drill. Pupils are kept inside the school and classrooms when circumstances make it safer to stay in the classroom rather than evacuate.

Please be assured that staff at our school will spend time discussing the importance of the drills and procedures with students prior to running a drill. We will also take time after the drill to remind them that it was only a practice and there was no danger.

We kindly ask that you take the time to speak with your child about these safety procedures and reinforce its importance. We practice these drills to ensure our school remains a safe place for teaching, learning, and having fun.

Please contact me if you have any questions about the drills mentioned. Thank you for your attention to this matter.

Yours sincerely,

Sajid Khaliq  
Principal