

Our Vision:
**EXCELLENCE
IN ALL WE DO**



Our Mission:
**TO GROW,
LOVE AND LEARN
FOLLOWING JESUS**

Dear Parents,

At St Bernard's we take safeguarding and safety very seriously and we have decided to practise our 'Lockdown' procedure. I am writing to inform you that we will be practising this procedure on Monday 12th February.

What is a lockdown and when would we carry it out?

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 pupils, staff and others in the school, and when it is safer for everyone to remain in school 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

Our lockdown procedure is as follows:

- The emergency services will be called
- Staff will issue a message to lockdown.
- Pupils will move immediately inside to their own, or the nearest classroom and will be asked to sit under the tables or in the corner of the classroom.
- Teachers will take registers to ensure all children are accounted for.
- Staff will ensure that the access points are blocked (e.g. move furniture to obstruct doorways), sit on the floor, under tables or against a wall, keep out of sight, draw curtains/blinds, turn off lights and stay away from windows and doors

In the event of an actual Lockdown parents will be informed that the school is in lockdown via text and email.

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Head of school:
Mrs J Le Feuvre
BA (Hons) NPQH

Assistant Head:
Miss E Reid
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It is vital that parents/carers do not:

- contact the school via telephone in order to keep our phone lines clear
- contact your child/children directly by mobile phone even if they contact you
- come to school in person, unless told it is safe to do so by ourselves as any unsolicited attendance may frustrate our safety procedures or actions by the emergency services.

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

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact the school office.

Thank you for your continued support,

Julie Le Feuvre
Head of School