



ESHER CHURCH OF ENGLAND HIGH SCHOOL
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Headteacher : Mr M Boddington

25 April 2018

Dear Parents/Guardians

Re: Emergency Lockdown Procedure

We have reviewed our emergency lockdown procedures under guidance from Surrey County Council. Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and students in the School.

Lockdown procedures may be activated in response to a number of situations, these maybe, for example:

1. A reported incident or disturbance in the local community.
2. An intruder on the site – this is less likely due to our improved site security.
3. A major fire in the vicinity of the School.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

It is good practice, in our view, to have a plan for a lockdown procedure as part of our commitment to keeping all of our students and staff safe within the School. We will be having a practise for a lockdown in the near future so that we can put our procedures into operation.

In order to initiate a lockdown, we will raise an alarm within the school (distinct from the fire alarm) so all staff and students are aware.

At that point the building is locked down by staff, and students remain in their lessons or a nearby classroom. Students outdoors will come back in to the school building. Staff will be in communication with senior staff via email and will be aware of the messages to give to students.

In the event of an actual lockdown it is very important that communication lines with the emergency services are kept clear. We ask that you do not try to contact school and that you stress to your child that mobile phones should not be used. Parents and guardians will be informed via the website as soon as possible and at the end of the day explaining the situation.

In the event of a fire all students will hear the fire alarm – a long intermittent ring – and will evacuate the premises as usual. We practise evacuation procedures regularly.

Yours faithfully

Mike Boddington

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