

22<sup>nd</sup> May 2024

Dear Parents/Carers,

The safety of our students at The Arthur Terry School is of paramount importance. Our emergency procedures in school help ensure that students are kept safe during their time here. We are writing to inform you of the steps we will take in the event of a lockdown.

A lockdown might happen as a result of a significant threat to the school or the local community. The Headteacher will decide whether the school initiates a lockdown.

### **What will students do during a lockdown?**

- 1) keep calm
- 2) go to a place of safety (e.g. a classroom or their nearest indoor space)
- 3) hide (keeping out of sight of windows and doors)

Assemblies have started this week and will continue over the next few weeks. Students will be given clear instructions of the steps they will need to take if the school goes into lockdown.

### **What communication will go to parents/carers in a lockdown?**

The school will communicate with parents/carers during a lockdown at an appropriate time, taking into account any instruction from the emergency services.

### **Lockdown Drill**

The school will be having a lockdown drill during tutor time on Thursday 27<sup>th</sup> June. Students will be expected to follow the instructions they received during the assembly and through reminders in tutor time.

We recognise that for some of our students the lockdown drill may be challenging. Progress Leaders, Tutors and the SEND team will support students to ensure they are able to participate in this important emergency procedure. However, if you have concerns regarding the lockdown drill and would like to discuss this with a member of staff please contact [enquiry@arthurterry.bham.sch.uk](mailto:enquiry@arthurterry.bham.sch.uk).

Thank you in advance for your support.

Yours faithfully,  
The Leadership Group