

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) to 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)

During tutor time on Tuesday 21st June, 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 PSHCE on Wednesday 22nd June at approximately 9:50am. Students will be expected to follow the instructions they received during the tutor session the previous day. Prior to the lockdown drill, students will be reminded of the important steps to follow and at all times will be guided by their tutor. The lockdown drill will finish at approximately 10am.

We recognise that for some of our students the lockdown drill may cause distress. Progress Leaders, Tutors and the SEND team have been in communication with parents/carers throughout this week if they believe the lockdown procedure may cause distress for a student. 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.

Thank you in advance for your support.

Yours faithfully,

The Leadership Group