



**West Moors Middle School**

Heathfield Way, West Moors

Ferndown, Dorset, BH22 0DA

Telephone: 01202 872474

Email: [office@westmoorsmid.dorset.sch.uk](mailto:office@westmoorsmid.dorset.sch.uk)

[www.westmoorsmid.dorset.sch.uk](http://www.westmoorsmid.dorset.sch.uk)

**8<sup>th</sup> July 2024**

Dear Parents/Carers,

In line with DFE guidance, I am writing to inform you that we will be carrying our annual lockdown drill on Friday, 12<sup>th</sup> July 2024.

All pupils will be made aware of the procedures beforehand to allay any concerns and this week, will have the opportunity to practice the drill in preparation during tutor time.

At the start of the lockdown drill, staff members will direct all pupils indoors where they will need to remain for fixed period of time. The drill will be timed to ensure it causes the least possible disruption to students' learning, whilst providing a test of the lockdown procedures. It is essential we carry out this drill, so that in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement.

We hope the lockdown procedure will never have to be used, but we need to ensure we are fully prepared for every eventuality. The school's lockdown procedure will come into effect in the following circumstances:

- In the event that an unauthorised person(s) considered dangerous, gain access to the school grounds.
- In instances where a person (s) on the school site become a threat to the wellbeing of others.
- In emergency situations where there is a risk from poisonous fumes or a chemical spillage.
- If a dangerous animal gains access to the premises.
- In an extreme weather event causing the students to be at risk.

After the Headteacher has given direction for the lockdown drill to commence, the following procedures will be rehearsed:

- Staff will direct students inside, by the nearest entry point.
- Staff will close and lock all exterior doors.
- All windows will be secured and blinds closed and lights turned off.
- Teachers will reassure students throughout the procedure.
- Students will be directed away from doors and windows and may be asked to sit on the floor, against walls or under tables.
- Nobody will be allowed in or out of any building for the duration of the drill.

Any pupils with SEN will have the opportunity this week to go through a social story explaining the procedure.



Headteacher: **Dr D Craddock PhD MA BSc (Hons) NPQH**



We hope that this information is helpful and if you have any concerns or questions, please contact [office@westmoorsmid.dorset.sch.uk](mailto:office@westmoorsmid.dorset.sch.uk)

Thank you for all your support.

Kind Regards

A handwritten signature in black ink, appearing to be 'D Craddock', written in a cursive style.

Dr D Craddock

Headteacher