

# Purbrook Park School

Enjoy Enrich Excel  
Headteacher: Paul Foxley MA



1<sup>st</sup> March 2024

Dear Parents,

## Emergency Lockdown Practice

Every school has a set of procedures, in case we should ever find ourselves in an emergency situation. In a real emergency, the action taken will depend on the type of emergency.

In some circumstances, colleagues must ensure that pupils remain inside the school buildings, or re-enter the buildings to take cover. In other circumstances, colleagues must ensure that pupils hide or disperse, if this will improve their safety.

We will be practising our emergency lockdown procedure with our pupils and colleagues in the week commencing 4<sup>th</sup> March 2024. During the practice, we will activate our emergency lockdown alarm, and all external doors will be locked automatically to secure the school site. We will expect pupils to remain inside their classrooms, where their teacher will give them clear instructions. Our teaching assistants will be on hand to support our most vulnerable pupils, who may need some additional support.

Thank you in advance for your understanding. It is important that we practise our emergency lockdown procedure, so that pupils and colleagues recognise the sound of the alarm, and know what to do in the extremely rare event of a real emergency situation, to ensure that they always remain as safe as possible.

If you have any questions about our practice emergency lockdown, either before or after the practice itself, please do not hesitate to contact us in the usual way, either by phoning 02392 370351, or by emailing [admin@purbrook.hants.sch.uk](mailto:admin@purbrook.hants.sch.uk)

Thank you, as always, for your tremendous ongoing support.

With best wishes,

P R Foxley  
Headteacher