



June 2019

Dear Parents/Carers

### SCHOOL LOCKDOWN DRILLS: West Essex

I am writing to inform you that, in line with Department of Education guidance, the Headteachers of the Secondary Schools in West-Essex have agreed to hold 'Lockdown Drills' in their schools and we are planning to run ours this half term.

You will appreciate that schools have well-rehearsed evacuation procedures to be used in a fire or other incidents within the building e.g. chemical leak.

Schools across the country, however, have also identified the need to consider other potential risks to school security which require a different approach i.e. when the potential risk might be increased by evacuating students rather than keeping or bringing them inside.

In Essex, through the headteachers' local and county-wide network, external advice has been sought, presentations made by the police and procedures discussed at length. Each school site is very different and so each school has subsequently devised a procedure which best suits its site, number of students, communication within the school and other relevant factors.

We have agreed to conduct training with staff and students prior to organising a practice drill. Students will be made aware in advance of the practice to minimise any anxiety. Staff at Roding Valley High School have already been trained in our lockdown procedure and students will have it explained to them by me, in assemblies, over the next week.

In summary, it requires:

- Students to stay in their classrooms once the lockdown alarm is sounded and to sit quietly.
- Students who may have left their lesson for any reason (e.g. to use the toilet) to go into the nearest classroom or office, giving their name to the adult there.
- Students who may be outside to be brought into the Sports Hall or kept at distance out on the school field

Senior staff will ensure that all appropriate doors and windows are locked and that any missing students are located.

Everyone at Roding Valley High School clearly hopes that we will never need to activate the lockdown procedure for any genuine reason. However, the safety of our students is, as always, paramount and it would be remiss of us not to plan for such an eventuality.

Many thanks for your support.

Yours faithfully

Mrs. Sharon Jenner  
Headteacher



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Roding Valley  
HIGH SCHOOL

