



Bournville

PRIMARY SCHOOL

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16th September 2026

Dear Parent/Carer

As part of our safeguarding procedures throughout the school year, we will be working with the children to help them understand how to respond in an emergency. Throughout the year, we will teach the children what to do in the event of a fire and what to do if we need to implement a lockdown procedure.

A lockdown may be necessary if we need to restrict movement due to a potential risk to the children and staff within school. This could include:

- An intruder or other unauthorised person on or near the school site
- An environmental issue, such as a gas leak in the local area
- A threat or incident occurring within the local community that may impact the safety of our school

Through both lockdown and fire drills, we will talk to the children about where they need to go, how they can remain calm, and which adults will be responsible for keeping them safe. They will learn how the alarms sound and the actions they should take when they hear them.

These procedures will be practised with the children throughout the year. We will carry out drills at different times of the school day to ensure that everyone understands the routines and can respond safely. On some occasions, children and staff will be informed in advance of a drill taking place, while at other times drills may be unannounced to help everyone practise responding as they would in a real situation.

During Term 1, we will conduct both a fire drill and a lockdown drill, and staff and children will be informed in advance.

In the event of a lockdown where emergency services have supported the school's response to keep children safe, we would ask all parents and carers to collect their children from school, including those who would normally walk home independently.

We hope this information helps you understand the safety procedures and drills that we undertake to keep our school community safe. If you require any further information, please do not hesitate to contact me or a member of the safeguarding team.

Yours sincerely

Jo Jaloszynski

Head Teacher

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