



Let Your Light Shine

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Head Teacher: K Williams



18th January 2023

Dear Parents and Carers,

As part of our Health and Safety Procedures we are required to carry out lockdown practices assuming there is an intruder on the school grounds.

We will be talking to the children about this and practising what they need to do when they hear the alarm next week, but as this may cause some children to be anxious, we felt that you might wish to discuss this with your child beforehand. I do think it is important to stress that the likelihood of this becoming a real situation is low however we do need to be prepared in case it ever should happen.

When the alarm sounds, the children will be asked to move away from windows and hide silently under their desks. External doors will be locked and the classroom blinds closed until the all clear is given.

I hope this helps but please speak to your class teacher if you have any questions.

Yours sincerely,

Karen Williams
Headteacher

