



Spring Gardens Primary School

Headteacher – Mr Tim Jones

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Friday 29th September 2023

Dear parent / carer,

Following on from recent local incidents we have reviewed our safeguarding and site security. This has also included reviewing our lockdown policy.

As a result, parents/carers need to be aware that we will be bringing in some changes to the site security after school. From Monday 2nd October the gates will be locked at 3:30pm to ensure the safety of the children who are participating in after school clubs. The main entrance gate from Brightman Road will then be the only gate opened from 4:15pm for parents/carers to collect from after school clubs. The main gate will then be locked again at 4:40pm once the children have left the site. Please note, any parents/carers collecting children from wrap around should use the Aldi lane gate only.

In addition to the above, we have updated our lockdown policy. Lockdown procedures may be activated in response to any number of situations including;

- Reported incident/civil disturbance in the local community
- An intruder on the school site with the potential to cause harm to children or staff
- A warning being received regarding risk locally of air pollution (smoke plume, gas cloud etc.) or biological, chemical or radiological hazards
- A major fire within the vicinity of the school
- The close proximity of a dangerous animal roaming loose
- An extreme weather event

The school's procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all children and staff. Teachers will be sharing this procedure with their class with the intention of the school carrying out an emergency drill to ensure that everyone is clear in what they have to do.

Parents and carers also have a role to play in lockdown procedures, should a lockdown take place parents and carers are asked:

- To communicate the same message to their child that the school is a safe place and the drill is to ensure that everyone knows what to do in a real situation
- To be aware that calling the school for additional information could block vital lines of communication compromising safety
- Not to attend site until they are instructed to do so by either the school or emergency services, as they could place themselves in danger
- Not to attempt to make contact with their child by calling or texting personal mobile phones as this could place them in danger if an intruder was in the building
- To understand that the lockdown may continue for a prolonged period, extending beyond the schools normal operating hours

Thank you in advance for your co-operation

Mr. T Jones
Headteacher