



Protective Security Procedures Information Letter

Dear Parent/Carer,

Re: Enhancing Safety in our School

At Reading School, we take safeguarding and the safety of your child very seriously.

It is important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called a “**security lockdown**”.

I am writing to let you know that we will be **practising this procedure during the week commencing Monday 22nd September**, at an appropriate time and with minimal disruption to learning.

What is a security lockdown and when would it happen?

A security lockdown procedure is a **standard health and safety procedure**, similar to a fire drill.

Our security lockdown procedure would be used if there were a **threat to the safety of our students, staff and others** in the school, and when it’s safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

What is our school's security lockdown procedure?

Procedures will include:

- Notifying students via staff (with various forms of silent communication)
- Students will remain silent in class, or towards the nearest safe space as directed by staff or set out in the procedures

How we will ensure the safety and security of all students:

- Securing all doors, windows, drawing blinds, keeping students away from windows
- Calling 999
- Contact parents via email / text in the event of a security lockdown

Important guidance for parents during a security lockdown

To help us manage the situation effectively and ensure the safety of everyone on site, we ask that parents follow these guidelines:

- **Do not call or come into school** during a lockdown, as this could disrupt emergency procedures and communications with the emergency services.
- **Do not attempt to contact your child.** Students will be instructed not to use mobile phones during a lockdown. Please do not be alarmed if your child does not respond to messages or calls.
- **Avoid posting on social media** about the incident, as this may spread false information and create unnecessary panic.

If a lockdown extends beyond normal school hours, we will contact parents directly with updated information, including any changes to collection arrangements.

About our upcoming security lockdown drill

Prior to practicing this procedure, staff will take time to talk to students about security lockdown procedures and explain why they're important. They'll reassure students after the drill that they are safe and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn.

We must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our students and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact Deputy Headteacher, Ms Lizzie Ayres, by emailing layres@reading-school.co.uk