



**HORSELL CHURCH OF ENGLAND SCHOOL**  
**Everyone Matters - Everyone Learns**

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Dear Parents and Carers:

At Horsell C of E Junior School we take the safety of our children very seriously. As part of this, we have systems and procedures in place in the very unlikely event that we have to 'lock down' the school.

Lockdowns can occur for a variety of reasons. There may be an environmental issue, which would result in a partial lockdown (i.e. the children have to remain indoors but can move freely about the building) or of full lockdown. A full lockdown might happen if we had an intruder on site, for example, or a dangerous dog, and would result in children remaining in their classrooms. Fortunately, the likelihood of a full lockdown is extremely rare, but we still have to practice for this eventuality.

I am writing to let you know that, at some point next week, we will be practicing our lockdown procedures in school. Tomorrow, we will let the children know that this will be happening at some point next week, but we will not tell them the day or time. When there is a full lockdown, children remain in their classrooms with blinds drawn, until there is a signal to say that the lockdown is over.

I am aware that a lockdown practice might worry some children, so you may wish to speak to them about it. As I have said, the likelihood of a full lockdown is very rare, and this is something that we will stress in school when speaking to the children.

Yours faithfully,

Mrs C Wand  
NPQH, QTS, BMus  
Headteacher



**HEADTEACHER: MRS C WAND** BMus QTS NPQH



SURREY COUNTY COUNCIL - DIOCESE OF GUILDFORD

