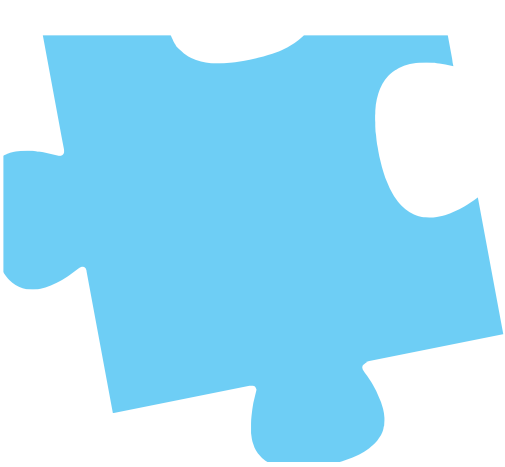




THORPEDENE PRIMARY SCHOOL & NURSERY

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Headteacher: Mrs Stephanie Frost

11 September 2026

Dear Parents and Carers,

Re: School Lockdown Procedure

At Thorpedene Primary School & Nursery, the safety and wellbeing of the children and staff is our highest priority and we have multiple procedures in place, should a rare emergency situation occur.

If it is ever considered that the children and staff would be safer if they remained inside the school building, a lockdown procedure will be activated (either following the decision by SLT or if we are advised to do so by the emergency services).

A lockdown is a precautionary measure, and the learning environment will remain calm with activities carrying on as normal as is possible at the time.

Should the school be placed in a temporary lockdown, parents/carers will be made aware as soon as is practically and safely possible. This may not be until after the event. Please do not attempt to come to the school or ring, as this will block the phones lines, preventing contact from the emergency services. Any communication will be via the My Child at School app.

Guidelines state that staff and children must be aware of what to expect during a lockdown and we therefore discuss this with the children during an assembly and a practice is carried out on the same day to ensure that the children know how to act calmly and responsibly. I can confirm that examples of why the school may be put into lockdown will not be discussed with the children, but rather emphasis will be put upon remaining safer inside the school building.

I would like to advise you that we will be practicing our lockdown procedure on Monday 14th September.

If you have any further questions, please speak to a member of staff.

Yours faithfully



Mrs S. Frost
Headteacher

• EMPOWERING CHILDREN AND SCHOOLS •

