



Learning Together for Life

Executive Head Teacher: Nichola Allerston BA (Hons) (QTS), NPQH
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Market Rasen Church of England Primary School (VC)

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Tuesday 4th November 2025

Dear Parents / Carers

Lockdown Practice – Keeping Our Children and Adults Safe

At Market Rasen Church of England Primary School, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we will be practicing a “lockdown” procedure. I am writing to inform you that we will be practicing this procedure on Friday 7th November.

What is a lockdown and when would we carry it out?

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

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A dangerous animal on school grounds
- A nearby fire
- A nearby chemical spillage
- Serious weather conditions
- Attempted access by unauthorised persons intent on causing harm and/or damage.

Everyone will be alerted to a lockdown by the lockdown alert. This is a repeating (pulsed) sounding of the class change/playtime bell

Children will remain in the room they are in, and classroom doors will be locked from the inside and children will be moved away from the windows and doors.

Blinds to exterior windows will be drawn and children will be encouraged to keep silent and remain calm. Children will not be asked to hide during a practice.

Prior to the practice, staff will take time to talk to children about lockdown procedures and explain why they are important. They will tell the children the practice is going to happen and reassure children after the drill that they are safe and will emphasise that practicing procedures like this will make sure the school remains a safe place to learn.

Our Christian Values: Caring Honesty Commitment to Achieve Fairness Co-operation Respect





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I must stress again this is simply a practice, so that in the unlikely event of such a situation, our children and staff are fully prepared.

Please don't hesitate to contact me if you would like any further information.

Kind regards

Nichola Allerston
Executive Head Teacher

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