



Priory School (Foundation)

Orchard Avenue, Slough, Berkshire, SL1 6HE
www.prioryschool.com
Head teacher: Mrs H Foster

20th November 2024

Dear parents and Carers.

I hope this letter finds you well. A few weeks ago, we practiced our **lockdown procedures** as part of our ongoing commitment to ensuring the safety and wellbeing of everyone in our school community. Just as we regularly practice fire drills, it is vital to practice lockdowns at least once a year to ensure that both staff and pupils are familiar with the procedures and know what to do in the event of an emergency.

The children were provided with **age-appropriate and child-friendly explanations** about why we practice lockdowns, helping them to understand the importance of staying safe in a calm and reassuring way. We are so proud of how **sensible and mature** they were, from Nursery to Year 6 and Orchard, during the practice. Their ability to follow instructions and take the exercise seriously is a testament to their maturity and understanding.

As part of the lockdown practice, we have also prepared **communication systems** to keep parents informed should a real lockdown ever occur. At the bottom of this letter, you will find an example of an email you might receive during a lockdown, and below is an example of a text that would be sent:

Priory is in lockdown. The switchboard and entrances are un-manned, external doors are locked and nobody can exit or enter. Check email for further update.

During a lockdown, **phone lines will remain open only for emergency services**, and we kindly ask that parents refrain from calling the school. This ensures that our lines remain clear for essential communication. The school will send updates to parents as soon as possible, letting you know what is happening, and we will inform you when the lockdown has been lifted. We also ask parents not to come to the school during a lockdown, as this could compromise the safety of everyone on site.

Once a lockdown has been concluded, the school will follow up with parents within a few days to provide a **full account of the situation** and any next steps required.

We hope we will never need to implement a real lockdown, but practicing these procedures is an important part of keeping everyone safe. Thank you for your support and understanding as we continue to prioritise the safety and wellbeing of our school community.

If you have any questions or concerns, please do not hesitate to contact the school office.

Contact: Telephone: 01628 600300
office@prioryschool.com



Yours sincerely,



Hannah Foster
Head Teacher **Curiosity, Hope, Opportunity, Trust**
Growing determined, courageous, kind individuals proud to be Priory children

Email to parents after text message has been sent.

Dear parents/ carers,

As you know we have put the school in Lockdown. The reason for this lockdown is:

The emergency services have been informed. We have been advised to-----

Whilst we are in lockdown we ask that you remain away from the school, unless we direct you otherwise. Please do not call the phone line as the phones must be kept free for the emergency services. All the external doors are locked and nobody is allowed in or out.

Whilst this is extremely concerning news, we urge you to follow the instructions we have advised to help us keep everyone as safe as possible.

We will keep you updated via email and text as frequently as we can. As soon as lockdown is over, we will also text this and email you with further instructions.

Our children are well rehearsed in the event of a lockdown, we are able to send this communication because the school is locked down and the children are safe. Please wait calmly for further information.

Yours sincerely,

Headteacher.