



ERNESFORD GRANGE COMMUNITY ACADEMY

Princethorpe Way, Coventry, CV3 2QD

Telephone: (024)76 453 121 E-mail: admin@egacademy.org.uk

Website: egacademy.org.uk

CEO: Ms Claire Turpin

Headteacher: Mrs Denise Burrows

EXCELLENCE FOR ALL

25 June 2025

Dear Parents/Families

RE: Lockdown Drill - Summer Term

Here at Ernesford Grange Community Academy, safeguarding our students and staff is of paramount importance. A large part of our safeguarding efforts is ensuring that our students, staff and community are prepared to respond to emergency situations.

At Ernesford, our students are familiar with emergency procedures such as fire drills, and all students apart from our current Year 7 cohort have experienced a Lockdown Drill previously, which happen at planned intervals throughout the academic year. These drills ensure that students, staff and visitors are clear on their responsibilities to keep themselves and others safe and reduce the anxieties around such events should they occur.

What is a 'lockdown' and when could it happen?

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 our students, staff and others within the school, and when it is safer for everyone to remain in school rather than evacuate. The aim is to keep everyone safe by providing a secure place of safety.

Situations where lockdown procedures 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 risks of air pollution.
- An incident related to terrorism/extremist behaviour

What is our school's lockdown procedure?

- Staff and students will be alerted to the activation of the lockdown procedure by a recognised signal.
- Students who are outside the school building will be brought inside as quickly as possible.
- Those inside school will remain in their classrooms.
- Depending on the circumstances, doors and windows will be locked and barricaded.
- The school will establish communication with the emergency services as soon as possible.
- Families will be notified as soon as it is practical to do so via text or letter.
- Staff and students will remain in lockdown until it has been lifted by a senior member of staff or the emergency services.

 **Sidney Stringer Multi Academy Trust**

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Instructions for families in the event of a lockdown

- In the event of an actual lockdown, any incident or development will be communicated to families as soon as it is practical.
- We will provide regular communication to help keep families informed.
- Students will be instructed not to use mobile phones during a lockdown, so families should not be alarmed if your children do not answer their phone. Please do not contact your children as this is likely to cause disruption to a silent lockdown and could put students in danger.
- Families should not contact the school (calling the school could tie up telephone lines that are needed for contacting emergency services).
- Families should not come to the school (they could interfere with emergency services accessing the school and may even put themselves and others in danger).
- Families should not discuss the event on social media, as this may spread false information and create panic.

About our upcoming lockdown drill

Our lockdown drill will be on **Monday 30th June at 10.30am**. We therefore want to make you aware that during this time, our Main Reception will be closed and calls will not be answered. This practice procedure will take approximately 30 minutes.

Prior to practising this procedure with students, we have delivered assemblies and briefings to inform and remind students of their responsibilities during this time. All staff will continually reassure students during and 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.

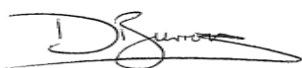
I must again emphasise that this is simply a practice, so that in the very unlikely event of such a situation in the future, our students and staff are fully prepared and can stay safe. We will run a practice again in the new academic year with our new cohort of students.

If you have any questions regarding the lockdown drill, please complete the following Google Form and we will direct someone to either call or email you prior to the drill.

<https://forms.gle/EBCULb2Xut8fawj4A>

Thank you, as always, for your support.

Yours sincerely



Mrs D Burrows
Headteacher

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