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**Headteacher: Mrs S. Mitchell | Chair of Governors: Mr J. Robinson**

11 June 2025

Dear Parents and Carers

I am writing to inform you about an important safety practice that will take place at Leavening Community Primary on Wednesday 18th June.

We will be conducting a lockdown and invacuation procedure, which is similar to our regular fire drill practises. These drills are crucial in ensuring the safety of our pupils and staff in the unlikely and unfortunate event of an emergency situation requiring such a response.

The procedure will involve the signalling of a lockdown by way of communication from myself, followed by pupils remaining in their classrooms, with blinds pulled down and windows and doors shut and locked, sitting quietly for up to 5 minutes. Prior to the practice, we will discuss the drill with our pupils in a sensitive and age-appropriate manner to help them understand its importance without causing unnecessary anxiety.

We are sharing this information in advance so that you have the opportunity to discuss the practice with your child if you wish. Practising such procedures is essential in schools to ensure that all pupils and staff know exactly what to do in an emergency, helping to maintain their safety and calm.

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

Yours sincerely

Sian Mitchell  
Headteacher