



**CRESTWOOD**  
COMMUNITY SCHOOL

KDS/JSS

25 April 2018

Dear Parent/Carers

### **School Lockdown Practice**

As you are aware, the safety and welfare of our students and staff is a key priority at Crestwood. As part of our safeguarding commitment, we are intending to conduct a school wide lockdown drill. This will take place on Thursday 3<sup>rd</sup> May 2018 at 9.30am on the Shakespeare campus and 1.30pm on the Cherbourg campus.

A lockdown procedure is a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. The aim of our procedure is to minimize disruption to the learning environment, whilst ensuring the safety of all students and staff. The lockdown procedure may be activated in response to any number of situations, but some of the more typical might be:-

- A reported incident / civil disturbance in the local community which has the potential to pose a risk to staff and students in the school
- An intruder on the school site, with the potential to pose a risk to staff and students
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

Although none of these events are highly likely it is essential that staff and students know the procedures to follow should there be a risk. We will be informing students of the procedure during assemblies before the practice scenario takes place.

Can I please remind all parents and carers that, in the event of the school ever having to experience lockdown, you should not attempt to contact students or the school. I am sure you will understand there are obvious issues with any attempt to contact a student directly and attempted communication with the school could tie up telephone lines needed for contacting emergency service providers. Similarly, in the event of a lockdown, please do not come to the school in person as this could also interfere with access by emergency service providers and may even put you and others in danger. Rest assured, we will do our very best to ensure effective communication via the school website and Schoolcomms in the case of a

#### **Crestwood Community School**

Shakespeare Campus, Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ | Cherbourg Campus, Cherbourg Road, Eastleigh, Hampshire, SO50 5EL

Email: [admin@crestwood.kent.sch.uk](mailto:admin@crestwood.kent.sch.uk) | Tel: 023 8014 1000 | Web: [www.crestwood.kent.sch.uk](http://www.crestwood.kent.sch.uk)



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genuine lockdown. We will also contact you about when and where it is safe to come and collect your child.

Please be assured that we have not received any information to indicate that the school is at risk, but it is essential that we take every step to ensure the students' well-being. I would be grateful if you could discuss this matter with your child to stress the importance of the matter. We will also continue to practice safety drills throughout the year to help our staff and students know what to do in an emergency.

Thank you in advance for your support.

Yours sincerely

Krista Dawkins  
Headteacher

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Shakespeare Campus, Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ | Cherbourg Campus, Cherbourg Road,  
Eastleigh, Hampshire, SO50 5EL

Email: [admin@crestwood-hants.co.uk](mailto:admin@crestwood-hants.co.uk) | Tel: 023 8074 1000 | Website: [www.crestwood-hants.co.uk](http://www.crestwood-hants.co.uk)