1st March 2018

Dear Parent/Carer,

The safety and welfare of pupils and staff are the highest priority at Lord Derby Academy.

Following Government guidance, the school has been working closely with Knowsley Local Authority, the Police and other key stakeholders to develop clear, robust ‘Lockdown’ procedures for our pupils and staff to follow in the event of a serious threat to the school during the school day. ‘Lockdown’ is something that most large companies and establishments embed because it is good practice to ensure that everyone knows what to do in an emergency situation, just as we would during a fire drill.  
  
The aim of ‘Lockdown’ is to prevent pupils and staff moving into danger areas and to prevent attackers accessing the school site. Staff at Lord Derby Academy have received training and know what steps to take.   
  
All pupils are currently receiving guidance in school assemblies and during form time. The training has been planned with the aim to protect pupils and staff, save lives, and reduce injuries. During the assemblies PC Hughes will also **advise pupils on ‘Run, Hide, Tell’, which is government guidance on how to stay safe in the wider community or abroad if ever caught up in a terror incident.   
  
You can access this guidance on:** [www.gov.uk/government/publications/stay-safe-film](http://www.gov.uk/government/publications/stay-safe-film)

**Pupils will also learn what to do in the event of a ‘partial lockdown’. The school could be placed into a ‘partial lockdown’ in the event of a civil disturbance or an air pollution incident. In such an event pupils and staff will remain in the building and the day will continue as normally as possible.**

**In the event the school gets placed into a ‘Lockdown’ or ‘Partial Lockdown’ situation, Parents/Carers will be notified by text with as much information as possible. Further details and guidelines will follow once the school and emergency services are in a position to communicate.**

**Please do not make your way to the school as this could put you in danger and could prevent the emergency services from doing their job effectively. Please do not call the school landline or mobile devices as this will also affect the ability of the school and emergency services to maximize safety. Please ensure school has a current, working contact number for us to contact you regarding your child.**

**The information in this letter is serious but please do not panic. T**alk with yourchild and reassure him/her that the school has clear systems in place to keep children safe. It is important that we do not frighten the pupils. Our joint aim is to make them feel reassured, feel safe and know what to do in an emergency.

If you have any questions or need further information, please do not hesitate to call me at school on the number below.

Yours sincerely,

Mrs Cundle  
Assistant Headteacher, Attendance, Behaviour and Inclusion