



HEATHWOOD LOWER SCHOOL, Heath Road, Leighton Buzzard, Bedfordshire LU7 3AU
www.heathwoodlower.com Telephone: 01525 377096 E-mail: office@heathwood.beds.sch.uk
Mrs Jackie Wright B.Ed (Hons)

September 2025

Dear Parents/Carers,

The safety, welfare and wellbeing of our children and staff are our highest priority at Heathwood Lower School. We practice safety drills throughout the year to ensure our children and staff are clear about what to do in an emergency. The aims of the training drills are to improve our ability to protect children, save lives and reduce injuries. The drills are important as they allow us to evaluate our emergency plan and procedures and improve our response skills.

Therefore, I wanted to inform you that we will be practising a 'lockdown drill' each term, with the first practice this academic year happening next week. Whilst we hope that we never find ourselves in a real emergency situation, the drill is designed to ensure that our children are aware of the safety procedures in place and to reduce levels of anxiety that could arise from a real-life situation should it ever occur.

A lockdown would be initiated when a situation arises that requires the isolation, rather than evacuation, of staff and children from an identified threat, such as:

- An airborne hazard e.g. a smoke plume or swarm of bees
- A suspicious person in close vicinity of the premises who presents an immediate danger to children and staff
- A local emergency e.g. a loose dog or civil disturbance

The purpose of a Lockdown is to keep children and staff safe from any danger outside or inside the school premises. During a 'Lockdown Drill' all of the perimeter doors to the school will be locked and will remain locked until the risk of danger has been removed. To enable everyone to remain safe, no one will be allowed to enter or leave the building until it is safe to do so and it has been authorised.

We will be holding a lockdown practice on Thursday 2nd October. I will be discussing this with the children and talking to them about what will happen in assembly on Tuesday 30th September. Due to the age of our children, this will be carried out sensitively, and to avoid unnecessary anxiety, we will use the example of a swarm of bees and therefore we need to be inside to keep safe.



In the event of an actual lockdown the relevant authorities will be notified. Parents/carers will be contacted at a suitable and safe time to inform you of the incident.

In order to protect your child it is vital that parents/carers;

- Do not contact the school via telephone in order to keep our phone lines clear
- Do not come to school in person, unless you are told it is safe to do so, as this could put yourselves, the children and others at risk.
- Keep your emergency contacts current, accurate and up to date.

We must stress and reassure you that this type of event is extremely unlikely however, it is important that children and staff practise the drill and know exactly what to do.

Thank you for your continued support and if you have any questions regarding this information, then please do not hesitate to contact me.

Yours sincerely

JWright

Mrs Jackie Wright
Headteacher

