



# Chadsgrove School & Specialist Sports College



Headteacher:  
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MEADOW ROAD  
CATSHILL  
BROMSGROVE  
WORCS  
B61 0JL

16<sup>th</sup> April 2018

Dear Parents/Carers

As part of our safeguarding procedures, we will be extending our Fire Drill practice this term to include a lockdown procedure which has been recommended by West Mercia Police. A lockdown in any school is to prevent harm to anyone by keeping them safely indoors and as inconspicuous as possible, with all doors closed. Guidance from West Mercia Police is that pupils should be able to recognise the sound of the bell and know what to do immediately to keep themselves safe, in the event of an incident such as a chemical release or an intruder on the premises, for example.

Following our usual Fire Drill practice, pupils will return to their classes as normal, then an additional bell will sound which staff will recognise as the lockdown procedures bell. This is a different sound to the Fire Drill bell. Pupils will be taken through a process calmly by their teachers – it is not intended to alarm. If your child is concerned following this drill, please reassure them that it is most unlikely that our school would ever have cause to sound this bell, however, it would be remiss of the school not to keep pupils informed and educated on how to keep safe in the event of its use. As with all our Fire Drills, pupils are not told the exact day and time, so that there is no sense of complacency, but this drill will take place sometime during the Summer term.

Thank you for your support.

Yours sincerely

Deb Rattley  
Headteacher