



Convent of Jesus and Mary Language College

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Dear Parent/Carers,

OUR SCHOOL LOCKDOWN PROCEDURE

It is now advisable for all schools to develop a protocol for a whole range of emergencies that can happen. Schools have always had emergencies evacuation procedure and we practice our fire drill every year. However, in recent times, we have also been required to develop a procedure for what happens to keep everyone safe should there be an incident in the community close to the school or if ever an intruder got into the site or premises during the school day. These are known as '*Lockdown Procedures*'.

At the Convent we take the health and safety of our students and staff very seriously. Our Governors have recently approved our new lockdown policy and a copy of this is now on our school website (cjmlc.co.uk) under the '*Policies*' page.

Each year we will now hold a practice lockdown as we do a fire drill so that the students and staff know exactly what to do in case of any type of emergency.

This morning we had an unexpected practice and lockdown when we were alerted that a young man that the Police had been looking for entered our site and then jumped over the fence into a neighbouring residential garden. We decided to evoke the lockdown procedure until we received notification from the Police that any danger had passed. The lockdown lasted for a duration of approximately 10 minutes and students were kept in their classroom rather than be dismissed to their next lesson. There was no danger posed by this young man but we felt it would be for the best to practise our new procedure and to view it as a precautionary measure.

The Police were very complimentary of the way the school responded and the girls behaviour was, as usual, excellent.

We hope not to have to evoke this procedure but it is always better to be safe and prepared in the times we live in.

Yours sincerely,

Mrs L. McGowan
Headmistress

