

GILES JUNIOR SCHOOL

Telephone: 01438 353374 email: admin@gilesjm.herts.sch.uk Website: www.gilesjm.herts.sch.uk



"Excellence in Leadership"

Headteacher: Miss. L. Whitby

Wednesday, 17 June 2026

Dear Parents and Carers,

As a school, we have a range of emergency procedures in place to help us respond safely and effectively to different situations, such as a fire, extreme weather, or other unforeseen events. The children are already familiar with some of these routines through activities such as our regular fire drills, which help ensure that everyone knows what to do should an emergency ever arise.

One of these procedures is known as a **lockdown** (sometimes referred to as a **lock-in**). This would be used if there were a potential risk outside the school building and, for safety reasons, we needed all pupils and staff to remain indoors until the situation had been resolved.

Whilst this is an unlikely scenario, it is important that everyone in the school community understands the steps we would take to keep children safe. Examples might include a nearby fire causing harmful smoke, an unknown animal entering the school grounds, or another external incident where remaining inside would be the safest course of action.

Our staff are already familiar with the procedure and regularly review our emergency plans. However, we have not previously practised this with the children. We are mindful that discussing such situations can feel unsettling for some pupils, but we also believe it is important that children know what to do should they ever hear the lockdown signal, in the same way that they understand our fire drill procedures.

During assembly on Monday, we will explain the procedure in an age-appropriate and reassuring way. Children will also hear the air horn that is used as the lockdown signal so that they can recognise it if it is ever needed. We will ensure that this is introduced calmly and sensitively, with a focus on safety and preparedness.

We are sharing this information in advance so that you have the opportunity to discuss it with your child if you wish. If you feel your child may find this discussion particularly worrying, please do speak to their class teacher or a member of our pastoral team so that we can provide any additional support that may be helpful.

Please be reassured that this is a routine review of our emergency procedures and is not being introduced in response to any specific concern or incident. Thank you, as always, for your support in helping us keep our school a safe, prepared and caring environment for all.

Yours sincerely,

Miss Louise Whitby
Headteacher



Emergency Signal

The lock-in signal is:

Two blasts of the air horn

Air horns are located in:

- Front Office
- Australia cupboard
- Headteacher's office
- New Build staff room

If a member of staff identifies a potential threat, they should sound the nearest air horn. Any staff member who hears the signal and is near another air horn should repeat the signal to ensure it can be heard across the entire site, including outdoor areas.

Actions Required

When the signal is heard, staff and pupils should:

1. Return to the nearest classroom or safe indoor space immediately.
2. Lock classroom doors.
3. Ensure pupils remain seated and calm.
4. Turn on the classroom radio.
5. Lower blinds where available.
6. Await further instructions.

All Clear Signal

Once the situation has been resolved, a member of SLT will move through the building sounding:

Two blasts of a whistle

This will indicate that the lock-in has ended and normal activities can resume.

Thank you for your support in ensuring that all pupils and staff are familiar with this important safety procedure.