

Dear Parent,

Recently I wrote to you regarding safety and security updates at the school and promised that I would update you further as the term progressed.

One of the procedures the 'The Kindergarten Starters' will be practicing is a 'lockdown drill'. This is standard across all schools but we have been remiss in recent years in ensuring that our practice of these types of drills was up-to-date. A lock down drill is slightly different to a fire drill in that the children are kept inside the school and classrooms when circumstances make it safer to stay in the classroom rather than evacuate. Such events that might case a lock down as an example would be a fire at a local factory causing air pollution. Just as we prepare our children to properly respond to a fire drill, they also need to be aware of the proper response during a lockdown drill. These drills should be treated with the same level of importance as fire drills.

During a lockdown drill, classroom doors are secured and the children remain inside the room until instructed by the teacher to resume their activities. All exterior doors are locked and no one is permitted to enter or leave the building.

Please be assured that staff at our school will spend time discussing the importance of this procedure with students prior to running a drill. We will also take time after the drill to remind them that it was only a practice and there was no danger. Please be assured that this is nothing to worry about and just part of our standard safety procedures.

It has been recommended that we hold these drills on a termly basis. You and the children will **ALWAYS** be notified in advance of a lockdown drill. It is critical for children to cooperate and take this drill seriously, as if it were an actual emergency.

The children will be given the opportunity to ask any questions they may have in advance.

The 'lockdown drill' will take place on **Monday, 18th September 2017 at 10:30 a.m.**

Please take the time to speak with your son/daughter about this procedure and reinforce its importance. Please encourage your child to stay calm and follow the procedures during any lockdown event, much like during a practice fire drill. We practice these drills to ensure our school remains a safe place for teaching and learning.

** Please note that the school will be closed for a short time during this drill, including the main office, so that staff, children and any visitors can practice these safety procedures. Phones will not be answered during this time; this will take no more than 30 minutes of the schools time.

Please contact **Mr. Tiju George, Mobile: 052- 5673232** if you have any questions about lockdown drills. Thank you for your attention to this matter.

Regards,



Asha Alexander
Principal