

October 2023

Dear families

Alongside our existing 'evacuation' plans, the Dixons Trust has introduced 'invacuation' planning for when an Academy lockdown maybe necessary.

A full lockdown is the process of preventing freedom of entry to, and exit from the Academy, in order to ensure a safe and secure environment. It may be implemented by the Academy as part of a security incident or a major incident plan. This may be in partnership with other organisations e.g. Police.

Although an event that requires a lockdown is extremely unlikely, it is necessary for staff and students to practise the appropriate steps to achieve a lockdown at the Academy. This is to ensure that all staff and students are as prepared as they can be if an incident was to occur.

We would like to make families aware that Dixons Music Primary will be practising their first full lockdown drill on **Tuesday 7 November between 3pm – 3.20pm**. Please be aware that there will be **no access in or out** of the Academy during this time and any appointments or pick-ups should be rescheduled.

Class teachers will explain instructions and routines prior to the drill. It will be made clear to all students that **the event will be a practice and there is no real danger** (just like when we practise fire drills, when there is no real fire).

All students will be told in an age appropriate way that 'a lockdown may take place if a stranger enters the building without permission'. There will be no discussion of any additional threats within Academy lessons. Should any child be concerned about any other potential dangers, they will be discussed on an individual need to know basis.

In preparation, and to ease any anxiety, please talk to your child about the planned lockdown and make them aware that during the drill:

- There will be a siren and megaphone announcement to initiate the lockdown
- Students should listen carefully to instructions by class teachers or adults nearby
- Adults will guide/tell students exactly where to go and what to do
- Blinds will be drawn down, doors will be locked and tables may be used to block exits
- Students must stay quiet and still in classrooms, until the siren and megaphone announcement says the lockdown has ended

We would like to reassure all families that students will be fully prepared with what to expect and there will be plenty of opportunities for your child to discuss worries, queries and concerns before and after the event. Our most vulnerable students and those with additional needs will also be spoken to in smaller groups or individually based on their needs.

Although the subject matter surrounding a lockdown can be difficult, we are sure you agree that it is vital that our students are prepared for any incident where a lockdown is required.

If you have any questions, please contact the academy in the usual way. Thank you for your understanding and support.

Yours faithfully

Nicola Morrissey
Head of School

Emma Steele
Principal

