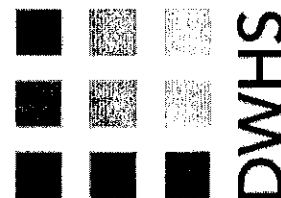


# Dormers Wells High School

## MATHS AND COMPUTING SPECIALIST SCHOOL

Headteacher: Ms R. Walsh B.A.Hons M.Sc.

Dormers Wells Lane, Southall, Middlesex, UB1 3HZ  
Tel: 0208 566 6446 Fax: 0208 813 2411  
Email: jrana@dwhs.co.uk



December 2018

Dear Parent/Carer,

### Re: Enhancing Safety in Our School

At Dormers Wells High School we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called "lockdown".

I am writing to inform you that we will be practising this procedure on 17<sup>th</sup> December 2018 during period 4, 12.35pm-1.35pm.

### What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

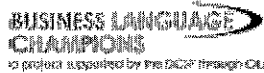
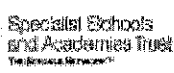
### Our procedure

Our lockdown procedure is as follows:

- We will make a Tannoy announcement stating this a partial or a full lockdown
- Pupils will move immediately inside the school building and go straight to their classrooms
- Teachers will ensure registers are taken and all students are accounted for
- We will ensure all doors and windows are securely closed
- We will call the emergency services
- A partial lockdown means the students cannot leave the school building but the school day will continue
- A full lockdown means the school will cease to continue. Staff and students are not to leave their classrooms or learning spaces.

### Instructions for parents in the event of a real lockdown situation

- Parents/Carers will be informed via the school's website, text and using the DWHS Parental App
- You should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services
- You should not discuss the event on social media, as this may spread false information and create panic
- Parents/Carers should follow the advice from the emergency services.



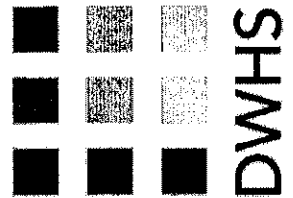
Dormers Wells High School is part of Dormers Wells Learning Trust, a charitable company limited by guarantee, registered in England and Wales (company number 11066479), c/o Dormers Wells High School, Dormers Wells Lane, Southall, UB1 3HZ

# Dormers Wells High School

## MATHS AND COMPUTING SPECIALIST SCHOOL

Headteacher: Ms R. Walsh B.A.Hons M.Sc.

Dormers Wells Lane, Southall, Middlesex, UB1 3HZ  
Tel: 0208 566 6446 Fax: 0208 813 2411  
Email: [jrana@dwhs.co.uk](mailto:jrana@dwhs.co.uk)



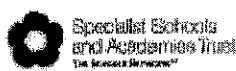
Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn. I will be leading assemblies for each year group explaining the lockdown procedures and tutors will complete follow up discussion work with students during the pastoral period.

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact me at the school on 0208 566 6446 or [Headteacher@dwhs.co.uk](mailto:Headteacher@dwhs.co.uk)

Yours faithfully,

Ms R Walsh  
Headteacher



Dormers Wells High School is part of Dormers Wells Learning Trust, a charitable company limited by guarantee, registered in England and Wales (company number 11066479), c/o Dormers Wells High School, Dormers Wells Lane, Southall, UB1 3HZ