



Headteacher: Mr M Currie
Deputy Headteacher: Mr L Clarke
Telephone: 01622 752161
E-mail: sbps_office@swale.at

Website: www.southboroughprimary.org.uk
Twitter: @sbpsmaidstone
Facebook: sbpsmaidstone

A Learning Ladder for Life

23rd March 2026

Dear Parents/Carers,

Re: Lockdown Procedures and Practice

At South Borough Primary School, we take safeguarding and safety very seriously. It is important that we continue to practise all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we will be practising our lockdown procedures, to ensure children understand what to do if this were to occur. I am writing to inform you that we will be practising this procedure during the week beginning 30th March 2026.

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 rather 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
- A serious weather condition
- An incident related to terrorism

Our procedure

Our lockdown procedure is as follows:

- 1) People will be notified that lock down procedures are to take place immediately on hearing an intermittent alarm which will sound through our fire alarm system.
- 2) The intermittent signal will activate a process of children being ushered into the school building as quickly as possible if they are outside of their classroom.
- 3) All internal and external doors will be closed and locked.
- 4) Children and adults will remain in the room they are in for the duration of the lockdown. Staff will ensure the windows and blinds are closed where possible and children are positioned away from possible sightlines from external windows/doors.
- 5) The emergency services will be called to inform them the school is in lockdown.

Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL

A member of *Swale Academies Trust*

Registered Office: Ashdown House, Johnson Road, Sittingbourne, Kent, ME10 1JS



Registered in England No: 07344732



Headteacher: Mr M Currie
Deputy Headteacher: Mr L Clarke
Telephone: 01622 752161
E-mail: sbps_office@swale.at

Website: www.southboroughprimary.org.uk
Twitter: @sbpsmaidstone
Facebook: sbpsmaidstone

A Learning Ladder for Life

6) Staff and pupils will be instructed to follow the CLOSE procedure as follows:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

Prior to our drill, during this week, staff will take time to talk to pupils about lockdown procedures and explain why they are important. We will be using an age appropriate book to explain what a lockdown is to the children. Staff 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 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 questions, please do not hesitate to speak to a member of staff.

Thank you for your understanding and continued support

Kind regards

Mathew Currie
Headteacher

Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL