

6th November 2017

Re: Security at Tower Hill including Lock Down Procedure

Dear Parents/Carers,

It is a very sad sign of our times that, over the half-term holiday we had a modification made to our alarming system at the school at a cost of over £5000 that will mean we now have the capability to not only sound the fire bell to 'get everyone out' of the building but now also, sound the Lock Down alarm to 'keep everyone in'.

This decision was not taken lightly but to support our aim of keeping your children - and the school staff - as safe as we possibly can in the event that 'a risk was at large OUTSIDE of the school building'.

This has also involved a comprehensive revision to our ***Security and Lock Down Policy & Procedures*** so that we all know what we would all do should this eventuality ever occur.

In order to minimise anxiety levels, we intend to practise the procedures with the children so that, just like they do with our Fire Drills, they know what they should do if they hear the Lock Down alarm.

I am writing to let you know this in the hope that it reduces your concerns should your child come home and say that they have been 'hiding under the table when an alarm sounded' during the school day.

Should you have any concerns or if you would like a copy of our ***Security and Lock Down Policy & Procedures***, please do not hesitate to contact the school office - or indeed, speak directly to me.

Yours sincerely,

Mrs. Linda Tansley
Headteacher