



Great Gaddesden C of E (VA) Primary School

'Treat others exactly as you would like to be treated' (Luke 6:31)

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25th February 2026

Dear Parents/Carers,

RE: Lockdown Procedure & Drill

In line with the DfE guidance regarding protective security and ensuring schools are prepared for the highly unlikely event that we need to implement an invacuation or lockdown procedure, I am writing to inform you about Great Gaddesden's approach for this and reassure any concerns you may have about this. Whilst this is highly unlikely, the safety and wellbeing of the children and staff is our first priority so it is important for us as a school to consider such an event and how this is managed.

Below I answered some common questions you may have about this:

What is an Invacuation or lockdown?

An invacuation is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent on causing harm/damage.

Whether the invacuation is determined to be a 'Lockdown' will be based on the risk level, (please refer to the procedure for more details).

Why is this needed?

Invacuation/Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

What procedures will the school follow?

Please refer to the separate document 'Lockdown Procedure' attached with this letter to be aware how we would respond to such an incident and information you should be aware of as a parent.

What will the children be told? When will drills happen?

In order to ensure that all staff and children are confident to respond in the unlikely event that we need to implement the lockdown procedure, we will complete a drill at least once per year. The children will be told about this in a child friendly way, as to not cause them to be anxious.

I hope that is helpful, informative and has answered key questions you may have about this. As I have mentioned, this is highly unlikely to happen but for the safety and welfare of the children and staff, it is essential that we are prepared for such an event.

If you have any questions or concerns, please do not hesitate to contact me directly.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Beach', with a long horizontal flourish extending to the right.

Mr M. Beach

Headteacher