



Fair Field Junior School

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Headteacher: Mrs Leggett

Assistant Head of School: Mrs O'Sullivan

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Thursday 19th March 2026

Lockdown Procedure

Dear Parents and Carers,

I am writing to inform you that we will be carrying out a practice lockdown drill on Tuesday 24th March.

A lockdown is a safety procedure used in the unlikely event that there is a situation where the safest action is for pupils and staff to remain inside the school building until it is safe to leave. Just like a fire drill, this practice helps ensure that everyone knows what to do and feels confident about the procedure.

We will explain the drill to the children in assembly on Monday 23rd March and follow this up in class discussions so they understand what will happen and why. Our aim is to reassure pupils and ensure they feel safe and always supported.

Please take a moment to talk to your child about the drill if they would like to discuss it. There is no need for any concern — this is simply a practice to help us respond quickly, calmly and safely. The drill will only last a short time.

When the alarm sounds, the children will follow the instructions of the staff. They will be asked to move quietly to a safe area within the classroom. Doors and windows will be secured, and children will be asked to remain silent until the drill has finished, and they are told it is safe to resume normal activities. Clear guidance will also be given to any pupils who are not in their classroom at the time.

Please be assured that we will never carry out a surprise lockdown drill.

If you have any questions or concerns, please do not hesitate to contact the school.

Kind regards

Davinia Leggett
Headteacher

