



SIR THOMAS BOUGHEY ACADEMY

30th October 2017

Dear Parent/Carer,

Following advice from the government, the Trust have created a lockdown policy. Lockdown procedures are important and would be used in response to an internal or external threat that could jeopardise student safety. The safety of your child and all children in our school, as well as the safety of staff, is very important.

This week I will be informing students of this policy during assemblies and there will be a practice drill carried out on Thursday 2nd November. Students will be informed that they should not use their phones during the lockdown. In the event of an actual lockdown parents would receive a text from school advising them of the situation and we would ask that you do not come to school or try to contact your child during this time as you would be putting yourself at risk.

The purpose of this drill is to keep the students and staff safe from any danger outside or inside the building. During lockdown all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until authorisation has been given and it is safe to do so.

Please be assured that we have not received any information to indicate that the school is at risk from an intruder, but it is essential that we take every step possible to ensure the students' safety and wellbeing. I would be grateful if you could discuss this with your child to stress the importance of this matter.

Yours sincerely,

Mrs J Hingley
Principal

STBA is proud to be part of the



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