



Upper Beeding Primary School

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Head Teacher: Mr M Andrews

Dear Parent and Carers,

In light of recent events that you may have seen in the media, we have been advised that it is best practice to carry out a lockdown rehearsal each year. In the event last week, whilst the incident occurred at a secondary school, the local primary was also told by the police to lockdown. Therefore, we need to be aware that incidents that could possibly affect Steyning Grammar School may also impact on us.

For that reason, we will be carrying out a full lockdown rehearsal on the afternoon of Wednesday 19th July. The children will hear 5 rings of the school bell then their classroom doors will be locked and the blinds and windows closed. Children will remain in their seats and will be expected to sit quietly for a short period. You may wish to discuss this with your child before Wednesday; staff will also be explaining to the children what will happen during the lockdown rehearsal.

Just before the lockdown rehearsal begins, you will receive a text message advising you that the school office will not be answering the phone and that parents cannot come to the school office while the rehearsal is in progress. You will receive another text when the rehearsal is finished.

Moving forward, we will undertake annual lockdown rehearsals so the children become aware of the procedures involved, just as we currently do with termly fire drill practices.

Thank you for your support in this matter.

Regards

Matt Andrews

Head Teacher

