



21st November 2025

Dear Parents/Carers,

THIS IS NOT AN EMERGENCY SITUATION

As part of our Trust wide Emergency & Lockdown procedure and the legislation/requirements set out by the Department for Education (DfE), we are required to have a parent/carer communication pack ready to deploy in an emergency situation. We have worked with all schools in our Trust to create a pack that would cover the essential information to be shared in an emergency.

To support our students with our procedures we hold special assemblies and hold regular drills so they are familiar of our arrangements in school during an emergency situation. Our next assemblies and drills for Year 7 will take place next week. **Please find attached below an example of the letters** we would issue in the event of an emergency/lockdown in our school. You will note in the examples, we have some generic information in highlights that would be updated prior to sending. These letters would be shared from the Trust office with parents and carers via your child's school Arbor communication system. Please ensure your child's school has up to date contact information (email and mobile phone) for all contacts.

We are sharing this with you now, so that you would be prepared and recognise the need to follow the advice in the letter as it is received. Please **DO NOT** attend the school, if that is the instruction in the letter, as this may delay the emergency services in their response.

After we are updated by the emergency services we would then contact you again and this may require you to collect your child, but clear instructions would be shared with you.

We truly hope that we never have to issue any of these comms to our families and be assured our staff do the very best they can to keep our children safe in school on a daily basis.

Yours sincerely,

Ms S Cox
Headteacher

Headteacher: Sarah Cox, BA (Hons)

Croft Road, Benfleet, Essex, SS7 5RN **Tel:** 01268 794215

Email: info@theappletonschool.org **Website:** www.theappletonschool.org



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Emergency Lockdown Procedure

Example letters for parents/carers



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XX Date XXXX

EXAMPLE LOCKDOWN NOTIFICATION LETTER

Dear Parent/ Carer,

I am contacting you to advise that following [describe the incident/situation including whether it took place outside/on school grounds], [school name] has been placed under [partial/full] lockdown measures until further notice.

Leaders and staff within the school are working swiftly [alongside police/other officials] to ensure the safety of all students and staff on site. While the lockdown is a precautionary measure, it is essential we strictly adhere to our safeguarding policies and lockdown procedure. Therefore, **please do not attend the school site to [drop off/collect your child(ren)]** until you have been notified it is safe to do so.

Given the situation is currently ongoing, we cannot provide any further information at this time. Please be assured we will contact you with an update as soon as we are able. We politely request that you do not share this information more widely on social media as the situation remains ongoing.

We appreciate this may cause concern and want to reaffirm that we take any matter regarding the safety of our students incredibly seriously. Out of an abundance of caution, action has been swiftly taken to implement the lockdown measures to ensure our students are safe at all times.

The safety, health and wellbeing of our students, staff, parents/carers and the wider school community is of the utmost importance, and we will continue, as we have always done, to provide the safest teaching and learning environment possible.

We will provide an update as soon as possible.

Yours sincerely

Ms S Cox
Headteacher

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XX Date XXXX

EXAMPLE POST LOCKDOWN LETTER

Dear Parent/ Carer,

We would like to update you regarding [insert school name]'s closure [earlier today/ on XX Date XX].

We would first like to thank all our students and staff for their exemplary behaviour in closely following our robust safety protocols, and to parents and carers for your ongoing support and understanding.

Following a situation [describe the incident], the school took swift action and implemented appropriate measures and has now been deemed safe and secure. It has reopened as normal, and parents and carers are invited to [collect/drop off] students, and lessons will continue as planned.

We appreciate that XX Date XX lockdown may understandably have caused concern for students and parents and carers. However, following our robust safety protocols, we felt it necessary to action this to ensure the health and safety of our students, staff and wider school community. We will be providing pastoral support for any student who may need it.

We look forward to welcoming all our students and staff safely back on site and will of course keep you updated on any relevant developments that may arise over the coming days and weeks if necessary.

Thank you for your ongoing understanding and support. If you have any questions, please do contact XXX.

Yours sincerely,

Ms S Cox

Headteacher

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