

Cottingham Church of England Primary School

Berryfield Road
Cottingham
Market Harborough
Leicestershire
LE16 8XB

Telephone: 01536 771391
Fax: 01536 772226
Headteacher: Mr Ashley Scott
E-mail: head@cottinghamprimary.co.uk
www: www.cottinghamprimary.co.uk
Twitter: @CottinghamCofE

18th November 2020,

Dear Parent/Carer,

You may be aware that yesterday, each class held discussions regarding school 'lockdown' procedures. The discussions were held so that staff and children could act quickly if there was ever a threat posed to the school or village. This threat could show itself in many forms and as a school we would want to be prepared. Please be reassured that the discussions did **NOT** take place due to any known incident/threat. The discussions were always going to be held yesterday.

It was always my intention to communicate with you prior to yesterday's discussions so that you could support us at home and also to provide you with a version of the policy. Unfortunately, I did not communicate this to you in a timely manner and I apologise for any anxiety/confusion that this has caused.

The staff and I will now discuss the next steps and will notify you in a timely manner when we proceed with a drill type practise. I will also send out the policy to you so that we can all be prepared. The children are very familiar with termly fire drills and we hope a 'lockdown,' drill will be a similar procedure for them.

At all times, the safety of the staff and children are our priority and the discussions yesterday were aimed at keeping everyone safe in the very unlikely event of having to follow any type of procedure. Thank you for the feedback that I have received. This included the choice of the term 'lockdown,' as the children obviously associate this word with the current Covid-19 procedures. The staff and I will discuss a renaming of the practise to be along the lines of 'safety drill.'

Again, thank you for your continued support.

Yours faithfully,

Ashley Scott (Headteacher)