

ENFIELD GRAMMAR SCHOOL

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An Academy Trust
(Company No. 07697044)

Headteacher: Mr C Lamb B.A. Hons

January 2020

Dear Parent/Carer

Re: Enfield Grammar 'Lock Down' Procedure

I am writing to you with regard to the procedures we have put in place at Enfield Grammar School in the event of a 'Lock Down'.

In form time during the coming week, your son's Form Tutor will outline the procedure if the school has to go into a Full (threat is inside the school) or Partial (threat is outside the school) Lock Down.

An outline of procedures for Parents is available as part of our Visitor and Safeguarding Information which can be found on our website.

We plan to have a lock down drill in the last week of this half term. The staff and students will be aware of the drill, to minimise any concerns this may raise for our students.

We want to ensure that all staff and students are aware of the procedure in the unlikely event that we would require such decisions to be taken.

In recent planned fire drills, the conduct of students was excellent and we expect students to conduct themselves appropriately during and after the 'Lock Down' Drill.

Yours sincerely

Mr S Purrier
Deputy Head Inclusion