



**Hopton Primary School**

**'Aiming High and Helping to Create the Future'**

**Headteacher: Mr. B Smith**

Friday 22<sup>nd</sup> May 2026

Dear Parents and Carers,

At Hopton Primary School we take safeguarding seriously. It is important that we review all of our procedures. As such, a Safeguarding review was carried out during the last two weeks, with a positive report that followed. As part of this review, a number of potential but unlikely events were discussed and procedures assessed; one of these events is a Lockdown procedure. I am writing to you to tell you that we will be practicing this procedure shortly.

What is a lockdown procedure and when would it be carried out?

A lockdown procedure is a standard health and safety procedure. It is carried out following the advice and support of the Local Authority Emergency Planning Team. It is carried out when there is a threat to the safety of pupils, staff and visitors within school. There are a number of different types procedures to ensure the safety of pupils, staff and visitors however in the event of a Lockdown the aim would be to confine people in a safe and secure location.

Situations in which a Lockdown procedure may be used:

- A potentially dangerous person on school site
- A disturbance or dangerous situation in the local community that could affect the school
- An incident related to terrorism

Our Lockdown procedure

We will be reviewing our Lockdown Policy in relation to our current practice. Our aim is to make this practice as stress free as possible for children, staff and parents and carers whilst ensuring that maximum safety can be achieved should a real incident occur. On the day of our practice the children will have an assembly informing about the Lockdown Procedure. There will be an opportunity to ask questions and talk about their feelings in an age-appropriate manner following the practice.

I must stress that although this is a practice, to ensure the safety of all adults and children it is important that parents and carers remain off site in the event of a real Lockdown.

Many thanks,

Have a wonderful half term,

Ben Smith  
Headteacher  
Hopton Primary School