



Tudor Grange Academy
Dingle Lane
Solihull
West Midlands
B91 3PD

January 2020

Dear Parent/Guardian

Enhancing safety

At Tudor Grange Academy Solihull, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, I am writing to inform you that we have informed students about our lock down procedure during recent assemblies and have practised "lock down" within form time.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of students, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the Academy site
- A disturbance or dangerous situation in the local community that could affect the Academy
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Instructions for parents in the event of a lockdown or evacuation:

- Parents should not attempt to call or come to the Academy, as this may hinder our effort to contact and work with the emergency services
- Parents should not discuss the event on social media, as this may spread false information and create panic

During tutor time this week, staff have discussed the procedures with students. They have also taken the opportunity to emphasise to students that practising procedures like this will make sure the Academy remains a safe place to learn.

If you or your child have any concerns or questions, please do not hesitate to contact your son/daughter's tutor or college leader.

Yours sincerely

Mrs C Smith
Principal

