



# Manor Green Primary Academy

'We are the future - the world is in our hands.'

Principal: Mrs. D. Warren  
Vice Principal: Mr. S. Mycroft

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Dear Parents and Guardians,

As you may be aware from recent events in the media, all schools are now required to have a procedure in place for unwanted visitors to the school site and to ensure the safety of the children and staff. These are usually called lockdown procedures.

In order to ensure that these are efficient and effective we need to practice them with the children during the school day – just like we do with fire drills. To the children, they are nothing to worry about and we want them to be seen as this.

As parents I know that you may feel anxious if you were to see our shutters closed, or if your child came home and told you about the practice we had held. In order to alleviate any anxieties for you we have published the procedures on our website (in the Policies section). This includes a poster which will be on display in classrooms. Staff will keep children calm, please feel free to talk to your child and reassure them that the staff are there to keep them safe and they should not worry about any practices for any emergency situation which we undertake.

Our first practice will take place on Friday 4<sup>th</sup> May at 2pm. The scenario is as if there was an intruder inside the building. Please do not panic and call the school, we will not be able to answer you at this time and please do not post on social media. We will text you and let you know when the practice is over.

Thank you for your continued support.

Yours sincerely

Mrs. D. Warren  
Principal

**'Care, Share, Fair, Dare, Healthy & Happy'**



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