



December 2017

Dear Parent/ Carer,

You may be aware that every Dundee City Council school must have an established “lockdown” procedure, which would be put into action in the case of any serious physical threat to the school, our pupils and staff.

We have a procedure in place for Braeview Academy and have explained this to all of our staff at a staff meeting.

Pupils were informed at an assembly today, regarding exactly what they need to do during lockdown. School staff have impressed upon them that that lockdown is nothing to be concerned about and is simply a procedure to be followed, much like fire evacuation.

In the case of any serious physical threat becoming apparent, the School Management Team would instruct the lockdown procedure to be actioned. The signal for the school to go into lockdown is a bell. The outside doors will lock, preventing access from outside into the school building. The class teacher would then instruct all pupils to go to an area of the classroom/learning area, which is out of sight from any person looking through any window. The teacher in charge will lock the door from the inside to secure the area from any intruder. Any pupil who is not in a classroom at the time of lockdown should report to the nearest classroom or occupied office, where, once entered, the door will be locked.

Please note that as part of any real lockdown, the School Management Team would contact the Police immediately to inform them of an incident.

The school is required to have a lockdown drill or practice and this will take place over the next few weeks. We will be asking staff and pupils for feedback on how well the exercise went.

This first practice will enable us to identify any issues with the procedure and to find solutions to any matters which may arise.

I would encourage you as a parent/ carer to talk to your child about this and to reinforce that there is nothing to be concerned about.

If you have any queries regarding the procedure, please do not hesitate to contact me at the school.

Yours faithfully,

Ms L Elder
Head Teacher

If you have trouble understanding English please contact the address below

اگر آپ کو انگریزی سمجھنے میں مشکل پیش آتی ہے تو برائے مہربانی نیچے درج پتے پر رابطہ کریں:

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇੰਗਲیس سہمضٹ ਵਿੱਚ ਕਠਿਨਾਈ ਹੁੰਦੀ ਹੈ ਤਾਂ ਡਿੱਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਹੇਠਾਂ ਦਿਤੇ ਪਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ।
Jeżeli masz trudności w zrozumieniu języka angielskiego, skontaktuj się na poniżej podany adres:

如果你對英語理解有困難，請聯絡以下地址:

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