



# MANOR COURT Community Primary School

*incorporating* Manor Court Early Years Centre

A Member of Preston Primary Academy Trust

Head Teacher Mr L Talmage

Deputy Head Teacher Mr A Clode    Assistant Head Teacher Mrs G Terry

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15<sup>th</sup> September 2021

Dear Parents and Carers,

As part of our commitment to keeping all our children and staff safe, we have introduced a Lockdown Policy to be implemented should an emergency situation arise during the school day. An emergency could be classed as an intruder, wild animal on site or gas leak etc.

Teaching staff have today spent time guiding the children as to what would happen and the procedure we would follow if such a situation arises. Please be assured that this was done in a gentle and careful way ensuring the children were not scared or worried. When all staff were certain the children were fully briefed, we carried out a successful Lockdown drill to practise our procedures. We will continue to practise this drill as well as our fire drill each term.

Thank you for your continued support.

Yours faithfully,

Mr L Talmage  
Head teacher

Mr A Clode  
Deputy Head teacher