SAINT NORBERT'S CATHOLIC VOLUNTARY ACADEMY

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Mission Statement: To live, love and learn in the footprints of Jesus.

9th November 2026

Dear Families,

Lockdown Policy and Procedure

At Saint Norbert's, the safety and wellbeing of children is our primary concern. I am therefore writing to inform you that we will soon be conducting the latest drill of our school 'lockdown procedures' to ensure that we are as prepared as we can be for potential emergency situations.

Just as we practise fire drills to prepare for the possibility of fire, we will be practising lockdown drills to be prepared for a range of other types of hypothetical situation – such as extreme weather conditions, for example. A lockdown drill is a practice exercise that helps children and staff to know what to do in the event of an emergency which requires us to secure the school building.

I understand that the idea of a lockdown drill might be concerning for some children and families. However, please be assured that these drills are an important part of our safety protocol and are simply designed to help everyone know what to do to stay safe in an emergency.

During the drill, staff will follow our agreed procedures to secure the school and children will be instructed to remain quiet and follow directions – just as they are during a fire drill. The lockdown practice will be conducted in an age-appropriate manner, with staff explaining the procedures to children in a calm, reassuring but 'upbeat' way.

Thank you for your support and understanding.

Yours sincerely,

A Dawson

OUR LADY OF LOURDES CATHOLIC MULTI-ACADEMY TRUST

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