



# ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL

## Church Lane, Alderley Edge, Cheshire SK9 7UZ

Headteacher: Lindsey Walsh BA (QTS) MA NPQH  
e-mail: [admin@aecps.org](mailto:admin@aecps.org)  
website: [www.aecps.org](http://www.aecps.org)  
tel: 01625 704 510

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### Enhancing Safety in Our School

Dear Parents,

At Alderley Edge Community Primary School, safeguarding and safety remain our highest priorities. We regularly review all of our procedures, including those designed for situations that are unlikely to occur, to ensure we are fully prepared.

As part of this, and with guidance from Cheshire East Police, we maintain a school “lockdown” procedure. This was originally introduced in 2019, and is regularly revisited to ensure it remains effective.

Over the coming weeks, staff will talk to children in an age-appropriate way about what a lockdown involves and what they should do. This will prepare them for a planned lockdown drill, similar to a fire drill, which will take place before the end of term.

#### What is a lockdown and when would it be used?

A lockdown is a standard safety procedure, much like a fire drill. It would be used if there is a potential threat to the safety of children, staff, or others on site, where staying inside is safer than evacuating. The aim is to keep everyone secure by remaining in a safe, controlled environment.

#### Situations where a lockdown may be necessary include:

- A potentially dangerous person or animal on school grounds
- A disturbance or incident in the local area affecting the school
- A nearby chemical incident or air pollution risk
- An incident linked to terrorism

#### Our lockdown procedure

In the event of a lockdown:

- Staff will communicate a code word via verbal communication, phone systems, and text alerts
- Children inside will return to their classroom or nearest safe area
- Those outside will enter the building via the nearest safe entrance
- Off-site groups will be instructed to remain off-site
- Registers will be taken to account for everyone



We follow the **CLOSE** procedure:

- **C**lose windows and blinds
- **L**ock doors
- Stay **O**ut of sight
- Remain **S**ilent
- **E**nsure mobile phones are on silent

Where appropriate, a full lockdown may be reduced to a partial lockdown, allowing movement within buildings.

Emergency services will be contacted in a real situation, and parents will be informed via text message. An “all clear” will be communicated once it is safe.

### **Guidance for parents during a real lockdown**

If a real lockdown occurs:

- You will receive notification via text message
- Please do not telephone or come to the school, as this may disrupt essential communication with emergency services
- Avoid sharing information on social media to prevent misinformation or unnecessary concern
- Staff may not be able to answer calls during this time
- If the situation extends beyond school hours, any changes to collection arrangements will be communicated via SchoolSpider

Parents will be informed once a practice drill has taken place.

### **Reassuring our children**

Before the drill, staff will explain the procedure to children in a calm and age-appropriate way. We will not discuss extreme scenarios, as we do not wish to cause worry. Instead, we will explain that this is similar to a fire drill and is simply another way to help keep everyone safe. Examples used may include stray animals, local incidents, or severe weather conditions. Following the drill, staff will reassure children that they are safe and emphasise the importance of practising these procedures.

Please be reassured that this is a precautionary exercise. It is designed to ensure that, in the unlikely event of an emergency, both staff and children are well prepared.

If you have any questions or concerns, please do not hesitate to contact me via the school office.

Yours sincerely,  
Lindsey Walsh  
Headteacher