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**Waverley  
School**

Learning through diversity

Humanity, Equality, Aspiration, Respect

3 November 2025

Dear Parents and Carers,

**Lockdown Procedure Practice – Wednesday 5 November 2025 at 9:30am**

We will be conducting a lockdown procedure practice at 9:30am on Wednesday 5 November. During this time, the school will be temporarily unresponsive to phone calls and other communications for approximately 15 minutes.

As part of our commitment to maintaining a safe and secure environment for all pupils and staff, we practice our lockdown procedures just as we would practice our fire evacuation drills. These drills are a part of our safeguarding strategy and help ensure that everyone knows what to do in the unlikely event of an emergency. While such situations are rare, being prepared helps us respond quickly and effectively should the need ever arise. We approach these practices with sensitivity and care, and our aim is to build confidence among our school community should the need arise for us to respond to an emergency.

Pupils and staff have been fully briefed on the lockdown arrangements. However, we understand that some pupils may feel nervous or have questions about the process. We encourage you to speak with your child and reassure them. Thank you for your continued support.

Yours sincerely,

Mrs Dosanjh  
Principal

**Waverley School – Primary**