



# HAMPSTEAD SCHOOL

Learning together Achieving together

21 January 2020

Dear Parents & Carers

A belated Happy New Year! Although it seems like a long time ago now, I hope you all had an enjoyable Christmas and managed to spend some quality time with family and friends over the festive period. The start of term has gone well and we are all settled into the routine of the new year. For the first time in half a decade, the site is free of scaffolding, Herras fencing, builders and trucks.

As you know, your child's safety is of paramount concern to us. If you have any concerns that cannot be resolved by the child's tutor, you will be interested to know that all our Heads of Year are fully trained Level 3 Safeguarding Leads. Additionally, our Designated Safeguarding Lead (DSL) is Ms Daulphin (Deputy Head), with Mr Stevens (Associate Assistant Head) as Deputy DSL.

With safeguarding, it is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. Now that all building works are complete, we have reviewed our **dynamic lockdown procedures**, following new advice from the Department for Education. A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

I am informing you that we shall have a whole school **practice lockdown drill** on **Friday 31 January** at 1445.

Our lockdown procedure would be used when there is a threat to the safety of those in the school, and when it is safer for everyone to remain in school than to evacuate. Situations where our lockdown procedure may be used include:

- A potentially hostile intruder(s) or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident
- An incident related to terrorism.

Our lockdown procedure is initiated by a specific alert on the school network. This indicates that students are to remain in classrooms moving as far away as possible from doors, locking/barricading access points and seeking shelter behind solid objects. Hampstead School has a dedicated lockdown trigger linked directly to emergency services.

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Prior to our drill, staff will take time to talk to students about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practicing procedures like this will support the school remaining a safe place to learn.

Please be aware that in the event of a genuine lockdown, parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services. Neither should parents discuss the event on social media, as this may spread false information and create panic. Students will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if your child does not answer their phone.

I must stress again that Friday 31 January is simply a practice, so that in the unlikely event of such a situation, our students and staff are fully prepared.

Finally, on a personal note, I have informed governors that this is to be my last year at Hampstead School. I shall leave at the end of the summer term, by which time I will have had the privilege of being Head for 14 years. Governors will now move forward with the recruitment of a new Headteacher for September. But until then, there is still so much to do!

Yours sincerely

A handwritten signature in black ink, appearing to read 'JS', followed by a long horizontal line extending to the right.

Jacques Szemalikowski  
Head