

MARISH ACADEMY TRUST

MARISH PRIMARY SCHOOL

WILLOW PRIMARY SCHOOL

Tel: 01753 819900,
post@marishandwillow.co.uk

Tel: 01753 551854,
officewillow@marishandwillow.co.uk

www.marishacademytrust.co.uk

Executive Headteacher: Mrs H G Denham B.A., M.Ed. Headteacher: Miss A Court B.A., NPQH

Deputy Headteachers: Mrs L Howe, Mr D Sinclair, Mrs N Gentles, Miss E Dowe, Mrs S Quadir



11th December 2025

Dear Parents and Carers,

Re: Lockdown Procedure Following Police Communication

This afternoon, we had to initiate a lockdown at Willow Primary School following communication from the police regarding an incident in the local area. We understand that such situations can be concerning, and we want to reassure you that all children and staff were safe and secure throughout the incident.

What happened today?

- As a precaution, and on the advice of the police, we enacted our lockdown procedure.
- All pupils and staff remained inside the school building while the situation in the local area was being managed.
- The children responded excellently, following all adult instructions promptly and calmly.
- At no point were pupils or staff in direct danger.

What is a lockdown procedure?

A lockdown is a standard safeguarding protocol used when there is a potential threat to the safety of pupils, staff or visitors, and it is safer to remain inside the building than evacuate. Scenarios where a lockdown may be used include:

- A potentially dangerous person or animal on the school site or nearby
- A disturbance or incident in the local community that could affect the school
- An external risk, such as a nearby chemical incident or risk of air pollution
- Police advice relating to incidents in the local area



The Marish Academy Trust is a charitable company limited by guarantee registered in England and Wales (registered number 08073873)

Registered office: Marish Primary School, Swabey Road, Langley, SL3 8NZ.

"WORK TO BE OUTSTANDING. DESERVE TO BE OUTSTANDING. WILL BE OUTSTANDING!"

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How do we keep children safe during a lockdown?

- All external doors and windows are secured.
- Pupils move to their classrooms or the nearest safe space.
- Registers are taken to account for all individuals.
- Blinds are drawn where possible, and movement around the school is minimised.
- The police and relevant emergency services are kept informed.

Next steps and further information

- Martyn's Law requires all schools to have lockdown procedures in place and like a fire drill, we will practice these from time to time.
- If your child is upset or anxious, please let us know so we can provide additional support.
- If you have any questions or concerns, please contact the school office at officewillow@marishandwillow.co.uk
- We kindly ask that you avoid sharing unconfirmed information about the incident on social media to prevent unnecessary panic.

Thank you for your understanding.

Yours Sincerely,
Miss Court



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