



Mrs K Jones, Headteacher
Lamphey Primary School, Lamphey, PEMBROKE, SA71 5NW
Tel: 01646 672249
Email: admin.lamphey@pembrokeshire.gov.uk

13th October 2026

Dear Parents and Carers,

Over the next few days, we will be carrying out a planned lockdown practice drill with all pupils and staff.

As with fire drills, it is important that we regularly practise our emergency procedures so that everyone knows what to do should a situation ever arise where we need to remain safely inside our classrooms. While it is highly unlikely that these procedures will ever need to be used, practising them helps ensure that we can respond calmly, confidently and effectively.

Prior to the drill, teachers will speak with pupils in an age-appropriate and reassuring way. The focus will be on listening carefully to instructions, remaining calm and understanding that the drill is simply practice, much like our fire evacuation procedures. Staff will ensure that children feel safe and supported throughout.

During the drill, pupils will be asked to remain quietly in their classrooms while staff follow the school's lockdown procedures. The exercise will be closely supervised and will be reviewed afterwards to identify any improvements that could be made to our arrangements.

The safety and wellbeing of our pupils is always our highest priority. By practising these procedures, we are helping to ensure that children and staff are prepared and know how to respond should an emergency ever occur.

If you have any questions or concerns regarding the lockdown drill, please do not hesitate to contact the school. Thank you for your continued support.

Yours sincerely,

Mrs Katie Jones
Headteacher/Prifathro
Lamphey Primary School/Ysgol

Gynradd Llandyfai

