



Millbrook Primary School

Bonneygrove and Millbrook Primary Federation

Gews Corner, Cheshunt, Herts. EN8 9BX

Head of School: Ms Jespy Pereira-Barker MAEd, NPQH

Executive Head Teacher: Mr Craig Hamilton BEd (Hons.), NPQH

Telephone: 01992 622975

Email: admin@millbrook.herts.sch.uk

Instagram @millbrookps

www.millbrook.herts.sch.uk

Wednesday 21st January 2026

Dear Parents and Carers,

As part of our ongoing commitment to safeguarding and keeping all members of our school community safe, we will be carrying out a Lockdown Drill in school on Tuesday 27th January 2026. The children will be aware of the drill - unlike fire drills, the children will be in class and will not leave until the end of the drill.

A lockdown drill is a planned practice exercise that helps pupils and staff understand what to do in the unlikely event that we need to keep everyone safely inside the school building. This might be required if there were a potential risk outside the school, such as an unknown person on site or an incident in the local area.

During the drill:

- Pupils will remain in their classrooms with their teachers
- Classroom doors will be secured and blinds closed where appropriate
- Normal lessons will resume once the drill is complete

The drill will be carried out calmly and sensitively, with clear explanations given to pupils beforehand, appropriate to their age. Staff are trained to reassure children and ensure they feel safe at all times. Pupils will not be told that this is in response to a real incident.

We carry out lockdown drills for the same reason we practise fire drills – not because we expect an emergency to happen, but because being prepared helps everyone know what to do and reduces anxiety should a real situation ever arise. This is recommended practice as part of school safeguarding and health and safety procedures.

Please be assured that the safety and wellbeing of your children is our highest priority. If you have any questions or concerns about the lockdown drill, do not hesitate to contact the school office.

Thank you for your continued support.

Yours sincerely,

Craig Hamilton

Mr Craig Hamilton

Executive Headteacher

Bonneygrove and Millbrook Primary Federation

