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**ELLIS
GUILFORD
SCHOOL**
*Creative
Education
Trust*

18th March 2026

Dear Parents and Carers,

Keeping our children safe whilst in school has always been, and will remain, my top priority. As part of this work, we regularly hold fire and lockdown practice drills in school.

Over the coming weeks, we will be practising a range of these during school hours. The first practice drill will take place this week, and further practices will continue into the summer term. It is incredibly important that all of our children and staff know what to do in any emergency situation. The practice exercises are a normal part of ensuring that children and staff are comfortable with, and have an understanding of, what to do in such an incident.

It is important that our children know that these practices should always be taken seriously.

We understand that some children may come home with questions. If your child does ask about the drills, you may find it helpful to reassure them that:

- The school is a safe place, and these practices are just to help everyone know what to do, just in case.
- The adults in school are there to look after them, and practising helps the staff as much as the children.
- All drills should always be treated as the 'real thing'. We'd never have time to communicate whether something is a practice or a real incident, and therefore, ensuring all children act appropriately is extremely important.

We appreciate your support in helping us maintain a safe and well-prepared school environment.

Kindest regards,

Miss G Johnson
Principal