



# Downham Preparatory School and Montessori Nursery

The Old Rectory, Stow Bardolph, Nr Kings Lynn, Norfolk, PE34 3HT  
(01366) 388066 [office@downhamprep.co.uk](mailto:office@downhamprep.co.uk) [www.downhamprep.co.uk](http://www.downhamprep.co.uk)

## **Newsletter to Preparatory & Nursery School Parents - 20<sup>th</sup> January 2022**

### ***Update on Covid measures***

**Please may we start by saying a huge thank you to all parents for your support, patience and understanding during this difficult time, particularly over the past two or three weeks.**

We hope that cases will have reached their peak very soon and that we can return to a more normal situation with a full complement of staff in the next week or two.

Although the Government has announced changes to the Covid rules, including the rules on mask-wearing for secondary aged pupils, we have decided to continue with our current precautions. We have had several cases of Covid in the school amongst staff and pupils, so staff have been advised to continue wearing masks and to encourage pupils to wash their hands frequently. The children still apply hand sanitiser regularly throughout the day, when changing classrooms, going out or coming in from play or sports lessons, after using the lavatory, before eating morning snacks and on entering the lunch hall. We still use anti-viral sprays and misting machines to ensure all surfaces are free from germs and viruses. We will carry on with our enhanced cleaning routines until the danger from coronavirus has passed and it is safer to continue.

We would also ask parents to only visit the school office if necessary, and, out of courtesy, to continue to wear a mask whilst in there. Thank you.

### ***Fire Drill and Lockdown Drill***

We have decided to postpone the Fire Drill and Lockdown Drill, scheduled for this month, as we have several staff and pupils absent at present. They will now take place later this term.

Please find attached the letter about the Emergency Lockdown Procedure.

### ***ICT***

Year 1 & 2 pupils have been learning about Coding and are gaining confidence in using the programme 'Scratch Junior'. This app is available on Apple iPads and can be used at home for more practice, if you wish to download it.

Pupils in Years 1-7 have all used 'Typing Club' and may also wish to practise more at home - <https://www.typingclub.com/>

When children are using different websites and apps, we ensure that appropriate safety rules are followed. We covered internet safety in our lessons last term. If you would like more information about internet safety, and other issues, please look at the following website - <https://parentzone.org.uk/advice/parent-guides>

Dear Parents and Carers

### **Emergency Lockdown Procedure**

We have reviewed our Emergency Lockdown procedures.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the School.

Lockdown procedures may be activated in response to any number of situations, these may be for example:

1. *A reported incident or disturbance in the local community.*
2. *An intruder on the site.*
3. *A major fire in the vicinity of the School.*
4. *The close proximity of a dangerous dog.*

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

It is good practice, in our view, to have a plan for a lockdown procedure as part of our commitment to keeping all of our children and staff safe within the School. We will be having a practice for a lockdown in the near future so that we can put our procedures into operation.

In order to warn of these dangers we raise the alarm by notifying all staff, using a special code word. The first adult who sees the danger uses an internal telephone to notify the school office. The secretary will then call other members of staff in each of the other parts of the building.

At that point the building is locked down by staff, and children remain in their lessons or the classroom nearest to them. Children outside will come back in to the School. Staff will be in communication with senior staff via email and are aware of the messages to give to children. Parent helpers are reminded that they should acquaint themselves with the Lockdown Policy and Procedure, a copy of which can be requested from the School Office.

In the event of an actual lockdown, parents and carers will be informed as soon as possible and at the end of the day via email and/or letter.

In the event of a fire, all children will hear the fire alarm – a long continuous ring – and will evacuate the premises as usual. We practise evacuation procedures (Fire Drill) regularly, once a term.

Yours sincerely  
Mrs Laffeaty-Sharpe