

# ***SHERWOOD ELEMENTARY SCHOOL***

**64 Maple Avenue, Charlottetown, P.E.I., C1A 6E7**

**Phone: 368-6780 Fax: 368-6788**

***Principal: Jean Boudreau***

***Vice Principal: Francyne Doiron***

October 7, 2014

Dear Parents/Guardians:

Re: School Lockdown Practice

The English Language School Board and Sherwood School have a primary responsibility to ensure the safety of students and staff inside school buildings and while on school property. As a result, our school, in collaboration with the RCMP and the English Language School Board has developed a lockdown procedure. A school lockdown is initiated should a high risk incident involving weapons, hazardous chemical spill, severe weather warning, student or other intruder, etc. occur in the school or on school property. Lockdown might also be initiated if there are circumstances in the vicinity of the school that could endanger the safety of students and staff. Schools will work as part of a coordinated team with emergency responders such as RCMP, local police, and fire departments to respond appropriately to the threat.

In order for all students and staff to become familiar with the expectations during a lockdown, our school practices emergency lockdown procedures on a regular basis, as we do with fire drills. During these practices there will be signs posted on the entrance doors indicating that the school is in lockdown. No one will be permitted to enter or leave the school during these exercises. This is the same procedure that will be followed in a real situation.

We will be holding our **lockdown exercise on Wednesday October 15, 2014 at 12:40 p.m.**

Our homeroom teachers will be discussing this procedure with their students so as to minimize any anxiety. Our messages, especially with our younger students are calm and not alarming. We tell some that “there may be a skunk in the building and we don’t want to upset it so we have to be quiet.”

Just a reminder of our procedure put in place last school year, that all staff and visitors will be expected to wear identification while in our school building. If you are visiting the school, please come to the office first to receive proper identification.

Thank you for your understanding in this matter. If you have any questions or concerns, please feel free to contact our school administration at any time.

Sincerely,

Jean Boudreau

Principal

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