



**Sackville Heights Elementary School
1225 Old Sackville Rd.,
Middle Sackville, Nova Scotia,
Canada B4E 3A6**

**Principal: Rachael Webster
Vice Principal : Lisa Gray
Administrative Assistant : Holly Pelley**

**Telephone: (902) 869-4700
Fax: (902) 869-4703
Website :www.sve.hrce.ca**

Dear Families,

The safety and security of our students and staff is a top priority for Sackville Heights Elementary and the Halifax Regional Centre for Education. We have been implementing a number of measures as part of a comprehensive plan aimed at ensuring our school remains a safe place for our students to learn.

One of the procedure our school will be practicing next week will be a Lockdown Drill. During a lockdown drill, classroom doors are secured and the students and staff remain quietly inside the room until instructed by the school administration to resume their activities. All exterior doors are locked and no one is permitted to enter or leave the building.

Just as we prepare our students to properly respond to a fire drill, they also need to be aware of the proper response during a Lockdown drill. This drill should be treated with the same level of importance as fire drills.

Please be assured that staff at our school will spend time discussing the importance of this procedure with students prior to running this drill. We will also take time afterwards to remind them that it was only a practice and there was no danger. Our School Liaison Officer will assist us in conducting the lockdown drill.

Please take the time to speak with your child about this procedure and reinforce its importance.

Please contact me if you have any questions about this drill,

Rachael Webster

Principal