



Wednesday 12th February 2025

Dear Parents and Carers,

I hope this finds you well.

We have a number of policies and procedures in school that are designed to ensure the safety of the community, including lockdowns and emergency evacuations. It's important that all the school community understand what they need to do in these circumstances, which is why we have regular drills. I'm writing to make you aware that we are planning to walk through our lockdown drill with students on Wednesday 5th March 2025.

As the lockdown process may seem quite drastic, or even frightening, for some students, we won't simulate an actual lockdown, but will walk them through it step by step. A lockdown could be used in certain circumstances such as, if we had an intruder on site, or we were concerned that there was an environmental hazard outside the building, requiring us to stay indoors.

During the first week back after the half term holiday we will be making students aware that the drill is upcoming and explaining the process to them, including how we will walk them through the procedure. We will ensure that all students who may be particularly vulnerable are supported during the drill and undertake it with support from a key adult.

We hope that there will never be circumstances that require us to carry out a lockdown but need to make sure that we are fully prepared so that everyone in our school community can be kept safe.

Yours sincerely

Mr A Rogers
Headteacher