



Monday 30th June 2025

Dear Parents and Carers,

I hope this finds you well.

As you're aware, 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.

Following on from our lockdown walkthrough that took place in March, we are planning to practise the process again before the end of term. Similar to the previous walkthrough, we won't be simulating an actual lockdown but this time we will be asking students and staff to practise additional elements. For this drill, we will ask staff and students to practise the 'hiding in silence' part of the procedure, to ensure that they would confidently be able to carry this out in an emergency.

The date and time of the lockdown drill will be 17th July at 10:15am and students will be made aware of this in advance. They will have a dedicated form period to go through the expectation and ask any questions about the process. They will also be able to check which lesson they will be in at the time of the drill.

On 17th July at 10.15am, when the lockdown alert sounds, staff will:

- lock classroom doors
- close blinds
- ask students to move away from windows and hide under desks, in silence

We are aware that this kind of drill can seem drastic and frightening, so we will ensure that students who may be particularly vulnerable will be supported through the process by key members of staff.

Thankfully these kinds of emergencies are extremely rare, however, as a school community, we do have an obligation, for the safety of our students and staff, to ensure we are prepared for any situation.

If you have any concerns related to this that you would like to discuss, please speak to your child's form tutor or head of year.

Yours sincerely

Mr A Rogers
Headteacher