

9 October 2026

Dear Parent/Carer

Lockdown Practice

We are required to have a policy and procedure in place to allow us to lock the school down in the event of an incident, either on or off the school site, where we believe there is a possible threat to the safety of our students and staff. This procedure is referred to as "Lockdown".

As part of this we need to practise the lockdown procedure once a year, and we have scheduled this for next Friday, 16 October 2026, during Period 5 (at 2.35pm). We will explain to students what they have to do in assemblies before then, and will remind them again in registration that morning. Where needed, some students with SEN and medical conditions will receive additional support.

Our training is simple and based on the prompt CLASH:

Keep **C**alm
Listen carefully
Act quickly
In **S**ilence
Hide

Whilst the chances of having a real lockdown are slim, it is important that we are prepared, just in case. In the event of a real lockdown, we would immediately seek out support from the emergency services and would communicate with parents and carers as soon as we are able to safely do so - we would not be able to receive calls whilst being in lockdown.

We aim for this practice not to be in any way a stressful situation for the students - if you do have any concerns or questions please do not hesitate to get in touch.

Yours faithfully



Mr Chaplin
Vice Principal