



Our Ref: THA/LHE

18th March 2025

Dear Parents/Carers,

This letter provides information regarding our established lockdown procedures, which are in place to ensure the safety and well-being of all students and staff in the event of an emergency. Like all organisations, we regularly practice evacuation procedures for emergencies such as fires, and we also have well-established and regularly practiced procedures for lockdown situations. These are not new procedures, and we want to ensure you are aware of them.

We have two types of lockdown procedures:

- **Partial Lockdown:** In a partial lockdown, students and staff remain inside classrooms and continue working as normal. Movement within the building is restricted until it is safe to resume normal activities. This might be used, for example, in the case of a chemical leak or major fire in the vicinity where precautions have been advised by the emergency services.
- **Full Lockdown:** In a full lockdown, students and staff are kept safe in their classes and all buildings are secured. This procedure is implemented in the event of an immediate threat on site.

We will be conducting a whole-school full lockdown drill before the Easter holiday. We are speaking to all students during assemblies this week to explain these procedures in detail. Form tutors will be speaking with all students and answer any questions they may have.

We understand that children may have concerns about these drills, particularly given what they see in the news. We want to reassure you that these practices are simply about equipping our students with the knowledge of what to do in an emergency.

We will emphasise to students that the likelihood of a real-life threat is remote, and we do not want to cause any unnecessary fear or alarm. Your support in reinforcing this message at home would be greatly appreciated.

Yours sincerely,

Tony Hardcastle
Headteacher

