

24 March 2025

All Parent/Carers – Years 7-13

Dear Parents/Carers

Lockdown Drill – Friday 28 March 2025

We would like to inform you that we will be conducting a Lockdown Drill on Friday 28 March 2025 at 09:00 am.

Lockdown drills are an essential part of our safety procedures, ensuring that students and staff are well-prepared to respond appropriately in an emergency situation. These drills help reinforce the importance of quick and calm action, allowing everyone to know what to do, where to go, and how to stay safe in unexpected circumstances. Practicing these procedures regularly helps build confidence and enhances our ability to manage unforeseen events effectively.

During the lockdown drill, students will be instructed to follow the procedures, which may include moving into a safe area, such as a classroom, and securing doors and windows.

Teachers will guide the students throughout the process, ensuring they know exactly what to do. It is essential for students to remain calm and silent during the drill, as this helps ensure that everyone can hear instructions clearly. Teachers will be present to support and help students stay focused.

The drill will last for a short period of time, and once it is completed, the all-clear will be given by staff to the students, allowing normal school activities to resume.

Important Notes for Parents/Carers:

- **Communication during the drill**

We will be unable to take any calls during the Lockdown Drill. In the event of a real lockdown, it is crucial for the school to maintain clear and direct lines of communication. We kindly ask for your understanding and patience during this time.

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- **Student Support**

If your child/ward is upset or has any concerns leading up to or following the drill, they are encouraged to speak with their Form Tutor or Head of Year, who will provide support and guidance.

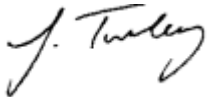
- **Mobile phones**

Students are to be reminded that their mobile phones are not to be used on the school site and they will be confiscated if used during the Lockdown Drill.

Thank you for your understanding and continued support in keeping our school community safe.

If you have any questions or concerns, please do not hesitate in contacting us.

Yours faithfully



Miss J Turley
Senior Operations Manager



Healthy School