

To: Years 7-12

24 June 2026

Dear Parent/Carer

Forthcoming Lockdown Drill – Tuesday 7 July 2026

We would like to inform you that we will be conducting a lockdown drill on Tuesday 7 July 2026 during period 1.

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 unexpected 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.
- **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.

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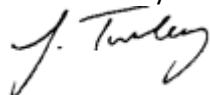


- **Mobile phones:** Students are to be reminded that mobiles are not to be used on the school site and they will be confiscated if used during the lockdown drill.

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

If you have any questions or concerns, please don't hesitate to reach out to us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Turley', written in a cursive style.

Miss J Turley
Senior Operations Manager

Lockdown Drill – Student FAQs

1. **Why do we need to do lockdown drills?**

Lockdown drills are essential because they help make sure everyone knows what to do in case of an emergency. They keep us all safe by practicing the steps we should take in unexpected situations. Just like fire drills, lockdown drills help us stay calm and organised.

2. **Will the lockdown drill be scary?**

We understand that some students might feel anxious, but this drill is just practice. It's meant to help everyone get comfortable with the steps we need to take. It's not meant to be frightening, and we'll make sure to support everyone through the process. Students will also have the chance to ask questions before and after the drill.

3. **What happens during a lockdown drill?**

During the drill, the school will practice safety procedures, like locking doors, staying quiet, and staying away from windows. It's quite similar to fire drills, but with different procedures. Teachers and staff will guide everyone through each step so everyone knows exactly what to do.

4. **What should I do if I feel worried or scared during the drill?**

If you're feeling anxious or worried, let your Form Tutor or Head of Year know. They're here to support you. It's totally normal to feel nervous, but remember, this is just a practice to help everyone stay safe.

5. **Will the school let my parents know about the drill?**

Yes, we've already sent a letter to parents and carers to let them know about the drill. If you're feeling anxious or need extra support, it's a good idea to talk to your parent/carers too. They're a big part of your support system.

6. **Why can't I contact my parents during the drill?**

During the drill, we need to keep communication channels clear to make sure everything goes smoothly and safely. It is against school rules to use your phone in school, confiscation rules will apply during the drill.

7. **What happens if I don't understand what I'm supposed to do during the drill?** You will be shown a presentation at form time to explain what the procedures are. If you're not sure what to do, don't hesitate to ask your Form Tutor or Head of Year before the drill. They're there to make sure you're confident and prepared.

8. **Can I leave class to go to the bathroom during the drill?** During the drill, everyone needs to stay in place and follow the procedure. Leaving the classroom could cause confusion and put you at risk. Please make sure you're prepared before the drill starts.

9. **How will the school ensure that everyone is safe during the drill?** Our staff will guide everyone through the drill to ensure everyone's safety. The drill is all about practice, so we know exactly how to act quickly and safely in case of a real emergency. Your safety is our top priority.

For Staff:

- Reassure students: Remind them that drills are part of keeping everyone safe, and this is just a regular practice, like fire drills.

- Acknowledge anxiety: Some students might feel nervous, especially if they're not familiar with lockdown drills. It's important to acknowledge their feelings and offer reassurance.

Thanks for your support in making this drill run smoothly and helping our students feel confident and safe.