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MMc/KRE

20th October 2026

Dear Parent/Carer,

Lockdown Practice

The safety and wellbeing of our students and staff will always be our highest priority. As part of our safeguarding and emergency planning arrangements, we regularly review and practise the procedures we have in place to respond effectively to a range of situations that could affect the Academy.

Parents and carers will be familiar with schools routinely practising fire evacuation procedures so that everyone understands exactly what to do in an emergency. In the same way, it is important that students and staff understand what is expected if a situation requires everyone to remain safely inside the Academy. We will therefore be carrying out a lockdown practice this week.

Practising these procedures is an important part of keeping our Academy community safe. In an emergency, clear routines and calm responses are essential. Regular practice ensures that students and staff are familiar with the procedure, understand the importance of following instructions promptly and know how to respond in a calm and orderly manner. It also allows the Academy to review the effectiveness of our arrangements and identify any areas that could be strengthened.

I want to reassure families that this practice is not being carried out in response to any specific threat or concern relating to the Academy. It is simply an important part of being prepared. Just as practising a fire evacuation does not mean that we expect a fire, practising a lockdown does not mean that we expect to need to use the procedure. However, should we ever need to do so, it is vital that students and staff are confident about what is expected of them.

During the practice, students will be given clear and appropriate instructions by staff. We recognise that the term 'lockdown' may cause some students to feel anxious, and the exercise will therefore be managed carefully and sensitively. Our emphasis will be on preparedness, calmness and following instructions, rather than focusing unnecessarily on the circumstances that might require the procedure to be used.

Keeping our Academy community safe means preparing responsibly for situations that we sincerely hope will never occur. Rehearsing our procedures helps ensure that, if they are ever required, our response is calm, coordinated and effective.

Yours sincerely,

M. McClelland

Mike McClelland
Principal

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