



4 February 2026

Dear Parent/Guardian

As part of our safeguarding responsibilities, all schools are required to have robust and regularly practised lockdown procedures to ensure we can respond quickly and effectively to any situation that may present a risk to those on site.

Lockdown procedures are a sensible and proportionate response to a range of possible incidents, such as an issue in the local area, an intruder, or other external or internal risks. Students will be taught these procedures in an age-appropriate way and we will practise them during the year, just as we do with fire drills, so that everyone is familiar with what to do, ensuring that staff and students know exactly what to do, reducing confusion and helping everyone remain calm and safe.

From this year, we are introducing a clearer, tiered approach to make our response more measured and appropriate to the level of risk:

Amber – Invacuation

This is used when a potential threat is external to the school. Students and staff remain inside buildings or classrooms with doors and windows closed. Learning can usually continue as normal.

Red – Lockdown

This is used where there is an immediate risk on site. Students and staff move quickly to the nearest safe space, secure the room, stay quiet, and follow staff instructions.

During any lockdown situation, it is very important that students **do not use their mobile phones to contact home**. Messages sent without full information can cause unnecessary alarm and may lead parents to travel to school when it is not safe to do so. Instead, the school will communicate directly with parents and guardians through **Synergy**, providing updates and clear instructions as soon as it is safe to do so.

Thank you for your continued support and understanding as we work together to keep our community safe. A full copy of the Lockdown Policy is available on the school website, and we will also be discussing the procedures with students in school. In line with Martyn's Law, we are required to complete a drill at least annually as we do with fire evacuation. When this takes place, you will be notified via Synergy.

If you have any questions, please do not hesitate to contact us via Synergy.

Yours sincerely

Mr B Ward
Deputy Headteacher