



Kirkburton Middle School

Turnshaws Avenue
Kirkburton
Huddersfield
HD8 0TJ

Head of School: Mrs S Kerr
Executive Headteacher: Mr C Taylor

Telephone: 01484 222737
Email: kirkburtonoffice@themast.co.uk
Web: www.kirkburtonmiddleschool.co.uk

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Dear Parents and Carers

I am writing to inform you that the school will shortly be carrying out a **lockdown drill** as part of our ongoing work to keep pupils and staff safe.

As with fire drills and evacuation procedures, practising our response to a lockdown situation is an important aspect of our safeguarding responsibilities. A lockdown drill helps ensure that everyone in the school knows what to do should we ever need to respond to an external risk or emergency that requires us to remain safely indoors. Thankfully, such situations are extremely rare, but being prepared helps us to act calmly, quickly and effectively if needed.

During the drill, pupils will be guided by their teachers to follow clear, age-appropriate instructions, such as remaining in classrooms, closing doors and staying quiet for a short period of time. The drill will be carefully managed by staff, monitored throughout, and brought to a calm and clear conclusion. No emergency services will be involved, and the drill will take place during the normal school day. Please see the end of this letter for further details of how we would respond in a lockdown situation.

We are very mindful of pupils' wellbeing. Staff will explain the drill to pupils in advance in a reassuring way, emphasising that this is a practice activity to help us stay safe, just like a fire drill. Any pupils who feel anxious will be supported by their teachers and pastoral staff.

We believe that open communication with families is essential, which is why we wanted to inform you ahead of time. If you have any concerns, or if you feel your child may need additional reassurance or support around this, please do not hesitate to contact the school.

Thank you, as always, for your continued support in helping us keep our school a safe and secure place for everyone.

Yours sincerely,

Mr C Taylor
Executive Headteacher



Kirkburton Middle School Lockdown Procedures

What is a lockdown?

A lockdown is a precautionary safety measure used when there is a potential threat either within the school or in the surrounding community. The aim is to ensure the safety and wellbeing of all pupils, staff, and visitors. During a lockdown:

- All activities take place indoors.
- External doors are secured, and in some cases internal doors may also be locked.
- No one is permitted to enter or leave the school building.
- Parents and visitors must not come onto the school site.
- Parents are asked not to telephone the school, as this can disrupt staff managing the situation and responding to emergency services.

Types of lockdown

Partial Lockdown: A partial lockdown is used when there is a potential risk in the local area, but no direct threat to the school. Examples include:

- Police activity nearby
- A major fire in the vicinity
- Poor air quality or environmental hazards
- Extreme weather conditions
- A dangerous animal in the area

During a partial lockdown:

- The school day continues as normally as possible.
- All pupils and staff remain inside the building.
- Activities may be limited for safety reasons.
- The lockdown remains in place until an 'all-clear' is given by appropriate authorities.

Full Lockdown: A full lockdown is implemented when there is a direct threat to the school or its immediate surroundings.

During a full lockdown:

- External and internal doors are locked.
- Windows are secured and blinds closed.
- Lights may be turned off.
- Pupils and staff will move to safe areas and remain out of sight.
- Silence and calm behaviour will be maintained until further instructions are given.

How will I be informed?

Our first priority is always the safety of those on site. Once the situation is stable:

- A text message will be sent to parents/carers informing them of the lockdown.
- You will be asked not to come to the school.
- Further updates will be shared as soon as it is safe to do so, based on guidance from emergency services.

Please ensure your contact details are up to date via the Arbor Parent App so we can reach you quickly in an emergency.

Can I collect my child during a lockdown?

No. During a lockdown, the school becomes a secure site and no entry or exit is allowed. We understand this may be concerning, but these measures are in place to protect everyone. Parents are asked to:

- Stay away from the school site
- Wait for official communication from the school

Once the 'all-clear' is given:

- A message will be sent to confirm the situation has ended.
- Further instructions will follow, which may include arrangements for the rest of the school day.
- If early collection is necessary, this will likely be organised in a controlled, staggered way to ensure safety.

Further information

Thank you for your understanding and support in helping us keep our school community safe. If you have any questions about these procedures, please do not hesitate to contact the school.