



AMM/MTC

4th December 2025

Dear Parent/Carer,

Lockdown Drill - Monday 15th December 2025

I am writing to inform you of the academy's lockdown drill that is due to take place on Monday 15th December. It is a statutory requirement that lockdown drills take place annually.

During a lockdown, staff members will keep pupils indoors for a period of time, rather than use outdoor areas, open spaces or corridors. The drill will be timed to ensure it causes the least possible disruption to pupils' learning, whilst providing a test of the lockdown procedures.

It is essential we carry out this drill, so that in the case of a real emergency, staff are fully rehearsed in their responsibilities and duties, and to identify any potential areas for improvement.

Staff members will be instructed to always remain calm, so that pupils do not get distressed. The drill process will be explained to pupils beforehand during registration. We hope the lockdown procedure will never have to be used but need to ensure we are fully prepared for all situations.

The academy's lockdown procedure will come into effect in the following circumstances:

- In the event that an unauthorised person(s) considered dangerous, is on school grounds.
- In instances, including domestic breakdowns, where estranged parties are attempting to abduct pupils.
- In instances where people on the academy site become a threat to the wellbeing of others.
- In emergency situations where there is a risk from poisonous fumes or a chemical spillage.
- If a dangerous animal is on the premises.
- In an extreme weather event causing the pupils to be at risk.

After the principal has given direction for the lockdown drill to commence, the following procedures will be rehearsed:

- Teachers will direct pupils inside, by the nearest entry point.
- Teachers will close and lock all exterior doors.
- All windows will be secured and blinds will be closed.
- Teachers will reassure pupils throughout the procedure.
- Pupils will be directed away from doors and windows.
- Nobody will be allowed in or out of any building for the duration of the drill.

If you have any concerns or questions, please do not hesitate to contact the academy.

Yours sincerely,

Mrs A Martin
Principal