

24 February 2025
KOn/CGn

Dear Parents/Carers

Lockdown Policy Update

As part of our ongoing commitment to maintaining a safe and secure learning environment for all students and staff, we have recently updated our Academy's Lockdown Policy in line with our normal policy review processes.

There are several elements of the Academy's Lockdown Policy that as parents and carers you might find useful to be aware of.

Types of Lockdown

The Academy has two types of lockdown procedures: **Partial Lockdown** and **Full Lockdown**.

- A **Partial Lockdown** is a precautionary measure where all staff and students remain inside the Academy buildings while activities continue as normally as possible. This might be due to an incident or civil disturbance in the local area or in response to environmental risks such as air pollution warnings. The decision to initiate a partial lockdown will be made by the Principal and Senior Leadership Team based on the nature of the situation.
- A **Full Lockdown** signifies an immediate threat to the Academy and may be an escalation of a partial lockdown. If an obvious and immediate threat is identified, any member of staff can activate the lockdown alarm, with the Principal and Senior Leadership Team following up as necessary.

Training and Drills

To ensure that everyone is prepared in the event of a lockdown, **training and practice drills** take place at least twice a year. These exercises are conducted by the Academy and supported by central services. Following each practice, a review is carried out to identify any areas for improvement and ensure all staff and students are confident in the procedure.

Communication with Parents

Communication with parents is a key part of our lockdown procedure. When necessary (not within a practice/drill scenario), parents and carers will be notified as soon as practical via your My Child At School app. If emergency services are involved, all communication will be coordinated with them. During a lockdown, it is important that parents:

- Do not contact the school, as this may tie up phone lines needed for emergency communication.
- Do not come to the school, as this could interfere with emergency response efforts and may put themselves or others at risk.

- Wait for official updates from the Academy regarding when it is safe to collect their child and from where.

After a lockdown, a letter will be sent home to provide further details and offer any necessary support.

We hope that you find this update helpful to be aware of and if you would like more detail, the full policy will be available on the Academy website shortly.

Kind regards,



Katherine Ogden
Principal