

5th September 2025

Emergency Procedures – Fire Drill and Lockdown Practice

Dear Parents and Carers,

As part of our ongoing commitment to ensuring the safety and wellbeing of all students and staff, we will shortly be carrying out our routine emergency procedure practices. This includes both fire and lockdown drills.

These procedures are standard in all schools and are particularly important in settings with more than 200 people, in line with national guidance and, more recently, to comply with Martyn's Law (The Terrorism Protection of Premises Act 2025). This legislation requires premises to take steps to prepare for, and protect against, possible emergencies.

Staff will explain the procedures to students in advance so they understand what to do and why it is important. They will then take part in two key practices:

- Fire Drill: All students and staff will evacuate the building quickly and calmly and gather on the 3G pitch. Here, registers will be taken to ensure that everyone is accounted for.
- Lockdown Drill: This procedure is used in the unlikely event of a threat inside or close to the school premises. Students and staff will be required to stay inside classrooms or designated safe spaces, close windows and blinds, barricade doors, and stay out of sight under desks, towards the back of the room. The method of notification for a lockdown will also be explained and practised with reminders throughout the year.

Please be assured that these drills are not in response to any specific concern. They are part of our standard safety procedures and routines, designed to keep everyone safe and ensure a calm and informed response in the event of a real emergency.

Thank you for your continued support in helping us maintain a safe and secure environment for all.

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

Regards,



Rachel Hudson
Headteacher