

3rd March 2026

Dear Parents/Carers,

SECURITY LOCKDOWN

At Calthorpe Park School, we take safeguarding and the safety of your child very seriously. It is important that we have clear procedures in place and plan even for events that are very unlikely but may occur. As part of this process, we have reviewed our safety procedure called a "Security Lockdown." I am writing to inform you that we will be practising this procedure on 6th March during tutor time. Tutors will be going through expectations and all relevant information with students, in addition to answering any questions they may have in advance of Friday.

What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety measure, similar to a fire drill. Our lockdown procedure would be used when there is a threat to the safety of students, staff, and or others in the school, and when it is safer for everyone to remain inside rather than evacuate. The aim is to keep people safe by moving them to a secure place and limiting movement around the site.

Situations where a security lockdown may be used include:

- A potentially dangerous person or animal on the school site.
- A disturbance or dangerous situation in the local community that could affect the school.
- A nearby chemical incident or other risk of air pollution.
- Extreme adverse weather conditions.
- An incident related to terrorism.

What is our school's security lockdown procedure?

- The school bell will sound in a ring - pause - ring pattern for up to two minutes, indicating the start of lockdown.
- Students will remain in their classrooms or will move immediately indoors to their own or the nearest occupied classroom.
- Registers will be taken, and the names of any 'missing' students will be communicated to the lockdown team.
- Students will move away from windows, and the door will be locked and/or barricaded using a table by the teacher or supervising adult.
- Students must follow all instructions, remain quiet, and must not use mobile phones.
- The school will be in communication with the emergency services.

Instructions for Parents/Carers in the Event of a Security Lockdown

- Parents/Carers will be notified via electronic messaging (email).
- Parents/Carers must not attempt to call or come to the school, as this may hinder our efforts to work with the emergency services.
- Parents/Carers should not discuss the event on social media, as this may spread false information or create unnecessary panic.

About our upcoming Security Lockdown Drill - Friday 6th March

Prior to the drill, tutors will spend time discussing lockdown procedures with students and explaining why they are important. They will reassure students after the drill that they are safe and emphasise that practising procedures like this helps ensure the school remains a safe place to learn.

I must stress again that this is only a drill to familiarise students and staff with the process. We plan to conduct a full school-wide lockdown later this term, and I will contact you nearer the time. During that drill, we will also test our communication systems with parents/carers. This ensures that, in the very unlikely event of a real lockdown, students and staff are fully prepared and can remain safe.

If you or your child has any concerns, please do not hesitate to contact me.

Yours sincerely,

Mr O Borkowski
Deputy Headteacher