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THE MALLING SCHOOL

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23rd November 2026
KDa/SSn

Dear Parent/Carer,

Lockdown Practice

The safety and wellbeing of our students and staff is always our highest priority. As part of our safeguarding responsibilities and our ongoing commitment to maintaining a safe and secure school environment, we regularly review and practise our emergency procedures. This includes conducting a planned lockdown practice.

We would like to reassure families that this practice is not being undertaken in response to any specific threat or concern. Rather, it forms part of our routine safeguarding and emergency planning arrangements, helping to ensure that our students and staff know how to respond safely and effectively should the need ever arise.

The full lockdown practice will take place at **9.00am on Tuesday 8th December**.

Just as we regularly practise fire evacuation procedures, schools are expected to have clear lockdown procedures in place and to ensure that staff and students understand what to do should a situation arise that requires everyone to remain safely inside the building. Whilst it is highly unlikely that we would ever need to implement a lockdown, practising our procedures helps ensure that everyone knows how to respond calmly, safely and effectively if required.

A lockdown is a standard safety procedure used when it is safer for students and staff to remain inside classrooms or buildings for a temporary period. During a lockdown, students follow staff instructions, remain in secure locations and continue to be supervised by staff at all times.

We are sharing details of the practice in advance because we want students, parents and staff to feel fully informed and reassured. The exercise is intended to be a calm and supportive learning experience that helps students understand the procedures and expectations should they ever be needed in a real situation.

How we will prepare students

To prepare students appropriately:

- On Monday 7th December, Mr Wright, Deputy Headteacher responsible for Pastoral Care and Safeguarding, will deliver a whole-school assembly explaining the purpose of lockdown procedures, why schools practise them and what students can expect during the exercise.
- Following the assembly, students will spend time with their tutors discussing the information they have received, asking any questions they may have and receiving reassurance and support ahead of the lockdown practice.
- The focus throughout will be on helping students understand that lockdown procedures are a precautionary safeguarding measure, much like fire drills, and ensuring they feel informed, confident and supported.

A controlled practice will then take place to familiarise students and staff with the process, followed by the full lockdown drill at **9.00am on Tuesday 8th December**. The exercise will be carefully managed throughout by senior leaders and staff.

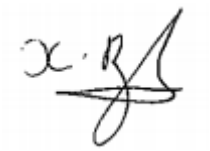
The practice will not involve role play, simulated intruders, emergency service attendance or any activities designed to cause alarm or distress. Students will simply follow staff instructions and remain quietly in their classrooms or designated safe areas until the exercise is concluded and an all-clear is given.

Following this initial practice, we will conduct a further lockdown drill later in the academic year to reinforce understanding and ensure that procedures remain familiar to both students and staff. We believe that regular practice helps build confidence and enables everyone to respond quickly and appropriately should the need ever arise. Students and families will be informed in advance of the week during which this future practice will take place.

We recognise that some students may find discussions about emergency procedures unsettling. Our staff are experienced in supporting young people with these topics and will ensure information is delivered in an age-appropriate, sensitive and reassuring manner. Additional support will be available for any student who may find the exercise challenging, and reasonable adjustments will be made where required, including for students with SEND and other individual needs.

Thank you for your continued support as we take proactive steps to ensure that our school community remains safe, prepared and confident. Should you have any questions regarding the lockdown practice, please do not hesitate to contact the school.

Yours sincerely,



Mrs K Davey
Headteacher