Winterbourne Academy
17 High Street, Winterbourne
South Gloucestershire, BS36 1JL
Tel: 01454 252000
Email: enquiries@winterbourneacademy.org.uk
Website: www.winterbourneacademy.org.uk

Our ref: JCA.0227.7

20th November 2026

Dear Parents and Carers,

Lockdown practice – Tuesday 24th November 2026

Safeguarding our staff and students at school is one of our highest priorities. A large part of our safeguarding efforts is ensuring that our students, staff and community are prepared to respond to emergency situations. Lockdown procedures are routinely practised in schools across the country and we carry out a practice at least annually so that students know what to do should a lockdown ever be required. This is done sensitively and appropriately to avoid causing distress, in the same way that we regularly practise fire evacuation procedures.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety measure used by schools, similar to a fire drill. Our lockdown procedure would be used when there is a threat to the safety of students, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety. Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An intruder on site or an incident related to terrorism

Our lockdown procedure is as follows:

- Students will be alerted to a lockdown by the lockdown alert which is transmitted over the PA system in the same way that the bells are transmitted. This will indicate that a lockdown has been initiated.
- If students are already in a lesson, then they should remain in the room.
- If students are between lessons, or it is breaktime or lunchtime, they should move immediately to the nearest safe indoor location (e.g. classroom, toilet cubicle) and follow staff instructions.
- Classroom doors will be locked from the inside and students moved away from windows and doors.
- Blinds to exterior windows will be drawn.
- Mobile phones should be switched off/to silent.
- Students will be asked to keep silent and remain calm.

Winterbourne Academy
17 High Street, Winterbourne
South Gloucestershire, BS36 1JL
Tel: 01454 252000
Email: enquiries@winterbourneacademy.org.uk
Website: www.winterbourneacademy.org.uk

I would like to reassure you that this is simply a practice exercise designed to familiarise students and staff with the procedure. In the unlikely event that a lockdown was ever required, this preparation helps ensure everyone knows how to respond safely and calmly. This drill will occur on **Tuesday 24th November.**

In tutor time this week, and again immediately prior to our practice, staff will take time to talk to students about lockdown procedures and play the trial notification signal so they recognise the sound to listen for. Teachers will explain why they are important and why we must take a practice seriously. Staff will reassure students after the drill that they are safe and will emphasise that practising procedures like this will make sure the school remains a safe place to learn. Students will be supported throughout the drill by staff. Parents and carers will be informed via our email communication system both before the practice begins and once it has been completed.

It is important that families are also informed about the wider process in the very unlikely event of a genuine lockdown. Should there ever be a genuine lockdown then:

- The emergency services would be called.
- Parents would be informed as soon as it was safe and practical to do so.
- Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services.
- Parents should not discuss the event on social media, as this may spread false information and create panic.

If you have any questions or concerns regarding the lockdown practice, please contact your child's Head of Year or Key Stage Lead in the first instance.

Best regards,



Jenny Cartwright
Headteacher