



NEWCASTLE
ACADEMY



**A part of Windsor
Academy Trust**

Headteacher

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Subject: Update regarding today's lockdown drill

Dear parents and carers,

We are writing to inform you that we successfully completed a planned lockdown drill at Newcastle Academy today. These drills are a mandatory part of our safeguarding and health and safety procedures, ensuring our school community is well prepared for any eventuality. We were very impressed with the mature and responsible way our students conducted themselves throughout the practice.

The purpose of lockdown drills

In line with Department for Education guidance, lockdown drills are a standard safety procedure. The procedure is designed to ensure a swift and calm response in the unlikely event of an incident that requires the site to be secured. This could be for a variety of reasons, such as the presence of an unauthorised person on site, a medical emergency that requires clear corridors, or a disturbance in the local community.

Practising our response ensures that staff and students are familiar with the process and can act confidently and calmly if required.

Our approach with students

We always communicate the purpose of these drills to students in a sensible and clear manner. We see it as an important part of developing their personal responsibility and awareness and today they demonstrated this commendably.

We want to state clearly that the drill conducted today was a routine, scheduled event and not a response to any real or specific threat. This is in line with Department for Education (DfE) guidance, which requires all schools to have and test robust safety procedures. Conducting these drills is a sensible and proportionate part of our ongoing commitment to safeguarding and preparedness, ensuring our plans are effective and our community is confident in our response.

Thank you for your continued support in helping us maintain a safe and secure learning environment for our entire school community.

Warm regards,

Will Trugeon-Smith
Headteacher

