



**NEWCASTLE**  
**ACADEMY**



**A part of Windsor  
Academy Trust**

**Headteacher**

Mr Will Trugeon-Smith

Place of registration: England



**Gallowstree Lane, Newcastle  
under Lyme, Staffordshire, ST5 2QS**



01782 667650



office@newcastle.academy



www.newcastleacademy.org



@Newcastle\_Acad

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Dear parents and carers,

We are writing to let you know that we will be conducting a planned lockdown drill at Newcastle Academy later this week. We are sharing this information with you in advance as part of our commitment to being open about our safety practices.

These drills are a mandatory part of our safeguarding and health and safety procedures, ensuring our school community is well-prepared for any eventuality.

### **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 will be communicating the purpose of this drill to students in a sensible and clear manner. We see it as an important part of developing their personal responsibility and awareness, and we are confident they will conduct themselves with maturity.

We want to state clearly that the drill we are conducting is 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.

We don't want you to be concerned if you hear about the drill from your child. 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

