

November 2025

Dear Parent/Carer,

Re: Enhancing safety in our school

We hope you are well at this time.

At Cardinal Newman Catholic School, we take safeguarding and the safety of your child very seriously.

It is important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we will need to practice our procedures for a “security lockdown”.

We are writing to let you know that we'll be practicing this procedure on **Friday 7th November 2025**

What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security lockdown procedure may be used include:

- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose
- An intruder on the school site with the potential to pose a risk to students, staff and visitors.

There are 3 types of lockdown and the procedures in place respond to the type of threat that might be encountered:

- **Full Lockdown** – all students & staff locked in a secured room and full measures in place.
- **Partial Lockdown** – all students inside buildings and buildings secured.
- **Secure Perimeter of School and allow no exit/entry**

What is our school's security lockdown procedure?

- The decision to activate lockdown may be made at a local level or by emergency agencies.
- The distinct lockdown “alarm” will sound

- Staff in rooms lock doors and windows where possible and draw blinds. Everyone to crouch quietly out of sight (e.g. under desks and away from windows) and remain in the room.
- Once nature of incident is known and where safe to do so messaging including classroom broadcasting (ICT pop ups/emails) and text messaging will be used
- Staff and students remain in lockdown until it has been lifted by the Headteacher or Emergency Services.
- Phone lines are not answered during a lockdown and when appropriate, a text message to be sent to parents from the office, informing them of our actions.

Instructions for parents/carers in the event of a real security lockdown

Parents/carers should not attempt to call or come to the school at this time, as this may hinder efforts to contact and work with the emergency services. Pupils will be instructed not to use mobile phones during a lockdown, so parents/carers should not be alarmed if their child does not answer their phone

In the unlikely event of a real lockdown families will be informed via our online communication channels via email / text.

We ask that if this ever happens that parents/carers do not discuss the event on social media, as this can spread false information and create panic.

About our upcoming security lockdown drill

Prior to practicing this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they are important, assemblies will happen on Thursday 6th November for all pupils detailing the expectations and procedures. Children with specific needs will be supported in small groups.

We must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe.

If you have any questions, please email CN-Admin@hccmac.co.uk

Yours faithfully,



Emma O'Connor

Headteacher