



St Peter's

Collegiate Academy

Ref: SB/JL

11 June 2026

Dear Parents and Carers,

Re: Lockdown Procedure

I am writing to inform you that before the end of this academic year, the academy will be conducting a routine practice of our lockdown procedure.

Our new building gives us the opportunity to ensure our safety systems are fully tested in a new environment. This drill is a proactive measure that will allow us to familiarise all staff and students with the layout of our new facilities, test our communication networks, and refine our processes to ensure everyone on site remains safe and secure.

For clarity, a **lockdown is a standard health and safety response** used by schools to keep students secure inside the building in the unlikely event of an unexpected risk. Just as we regularly practise fire evacuations, rehearsing a lockdown ensures that our community can react quickly, calmly, and safely should the need ever arise. To ensure this first test in our new building is as managed and supportive as possible, we will be triggering the drill during lesson time, rather than during break or lunch.

The procedure will involve the following steps:

- Prior to the drill, students will watch a briefing video in class explaining exactly what to do, with time allocated for them to ask questions.
- When the alert sounds, teachers will lock their classroom doors.
- Depending on the layout of the specific room, students will be directed to sit either out of sight or under desks.
- Senior leaders will tour the building to support staff and ensure the procedure runs smoothly.
- Once the drill is complete, the academy will immediately revert to the normal school timetable.

Because this is not a typical school activity, we will speak to students about the importance of maturity and mutual respect during the exercise. We would be grateful if you could also speak with your child at home to reinforce why these routine practices are necessary.

We recognise that a drill of this nature can cause some anxiety for certain students. If you feel your child is likely to become dysregulated during the practice, please contact our safeguarding team in advance at safeguarding@stpetersacademy.org.uk. We will ensure



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targeted support is in place for them, while still ensuring they are included in a safe, secure space during the rehearsal.

If you have any questions or concerns, please feel free to contact the academy office on 01902 558600 or email info@stpetersacademy.org.uk.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J Lees', is positioned below the text 'Yours faithfully,'.

Mr J Lees
Head of School