



26 January 2026

Dear Parents and Carers,

I am writing to inform you about an important aspect of our ongoing work to ensure the safety and wellbeing of all students and staff at Kingstone High School.

As you will be aware, school safety has become an increasing priority nationally, and rightly so. As part of our responsibility to be fully prepared for a wide range of situations, we are now ready to begin introducing and practising our school lockdown procedures. I want to reassure you from the outset that there is nothing to be worried about; these measures are about preparedness and reassurance, not about responding to any current risk.

What is a lockdown?

A lockdown is a safety procedure used in schools if there is a potential risk inside or near the school site. It is not a punishment, and it is not something students should be afraid of. Lockdown procedures are designed to keep everyone safe until a situation is resolved.

If a lockdown were ever announced, students would be asked to remain in their classroom, stay quiet, and follow their teacher's instructions carefully. Classroom doors may be locked and blinds closed. These steps allow staff to ensure that everyone is safe and accounted for.

We practise lockdowns for the same reason that we practise fire drills: so that, if a real situation were ever to arise, students and staff know exactly what to do and can respond calmly and sensibly.

Expectations for students

Students will be clearly told that a lockdown is a serious situation and must never be treated as a joke. Failing to follow instructions, making unnecessary noise, or attempting to film or share information could put others at risk.

During a lockdown, students are not permitted to use their mobile phones. This is school policy anyway. Sharing information, images, or messages, even with good intentions, could spread misinformation, cause unnecessary alarm, or compromise safety. In the event of a real lockdown, staff will manage the situation and communicate with emergency services as required, and parents and carers will be informed through official school channels as soon as it is safe to do so.

The key messages we reinforce with students are simple: listen carefully, stay calm, remain quiet, and follow instructions. This aligns well with our school rules: Ready, Respectful, and Safe.

Planned dates and what will happen

To ensure everyone is well prepared, we are taking a gradual and carefully managed approach. In the first instance:

- **Thursday (this week) at 4.00pm**
We will briefly sound the lockdown alarm for approximately 30 seconds.
This is for staff only and is simply a sound test.
- **Thursday 5th February, during Period 3**
We will sound the lockdown alarm for students.
This is not a lockdown drill and students will not be required to take any action.
The purpose is purely to allow students to recognise the alarm and differentiate it from other alarms (i.e. the fire alarm).
- **Week beginning Monday 2nd March**
During this week, we will carry out a planned lockdown drill.
Students will receive clear guidance beforehand via my weekly whole-school assembly (The Monday Message). During the drill, students will remain in classrooms, stay absolutely quiet, and follow staff instructions. A small number of senior staff, including myself, will move around the school to check that rooms are secure and calm. There will be consequences for students who do not engage with this positively and respectfully.

We are sharing these dates in advance so that students, staff, and families are fully informed and prepared. I hope that you can use this opportunity to talk to your children and prepare them.

Reassurance

I would like to emphasise again that these arrangements are precautionary and routine, and there is no specific cause for concern. Practising these procedures helps ensure that our school community remains calm, confident, and safe should they ever be needed.

If you have any questions or concerns, please do not hesitate to contact the school. Thank you, as always, for your continued support.

Yours faithfully,



Matthew Morris
Head of School