



23 March 2026

Dear Parents and Carers,

I am writing to update you on 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 know, school safety continues to be a national priority, and it is essential that we are well prepared for a wide range of situations. As part of this, we have been carefully introducing our lockdown procedures to both staff and students over recent weeks.

Earlier in the year, staff received initial training, followed by a sound test of the lockdown alarm and an opportunity for students to hear and recognise this in February. This has helped ensure that everyone understands what the alarm sounds like and how it differs from other signals, such as the fire alarm.

This morning, I spoke to all students in a whole-school assembly to explain clearly what a lockdown is, why we practise it, and what is expected of them. Staff will also be undertaking further training this evening to ensure consistency and confidence across the school.

### **Lockdown Drill – Wednesday 25<sup>th</sup> March 2026**

As part of this planned and gradual approach, we will be carrying out a full lockdown drill this Wednesday.

During the drill, students will:

- Remain in their classrooms
- Stay calm, silent, and attentive
- Follow all instructions given by staff

Classroom doors may be locked and blinds closed, as they would be in a real situation. Senior staff will move around the school to ensure that procedures are being followed effectively and that all areas are safe and secure.

### **What is a lockdown?**

A lockdown is a safety procedure used if there is a potential risk inside or near the school site. It is not something for students to be worried about. Like fire drills, it is something we practise so that, if it were ever needed, everyone knows how to respond calmly and safely.

## **Expectations for students**

We have made it very clear to students that this is a serious procedure. During a lockdown:

- Students must remain quiet and follow instructions immediately
- Mobile phones must not be used
- Students must not attempt to film, message, or share information

Even well-intentioned communication can cause confusion or unnecessary concern. In the unlikely event of a real situation, the school will communicate directly with parents and carers through official channels as soon as it is safe to do so.

The key messages we have shared with students are simple: stay calm, stay quiet, and follow instructions. This reflects our core expectations and school rules of being Ready, Respectful, and Safe.

## **Reassurance**

I would like to reassure you that this is a planned and precautionary exercise. There is no cause for concern. Practising these procedures helps ensure that our whole school community is confident, prepared, and safe.

If you have any concerns that your child may find this experience unsettling, particularly if they have additional needs, please do not hesitate to contact their Form Tutor or our SENDCo. We are already aware of and working closely with several students to help prepare them, and appropriate support plans are in place to ensure they feel safe and supported throughout.

If you have any questions or would like any further information, please do not hesitate to contact the school.

Thank you, as always, for your continued support.

Yours faithfully,



Matthew Morris  
Head of School