



10th September 2026

Dear Parents and Carers,

Lockdown Practice

At Raleigh Infant Academy and Admirals Academy, the safety and wellbeing of our pupils and staff is always our highest priority.

As part of our safeguarding and emergency planning procedures, we regularly practise drills to ensure everyone knows what to do in the unlikely event of an emergency. Most families will be familiar with our fire drills. We also have a lockdown procedure, which is another important safety measure designed to keep everyone safe should an incident occur either on the school site or in the local area. We will be carrying out a lockdown practice drill on Friday 18th September 2026.

What is a lockdown?

A lockdown is a standard health and safety procedure used when it is safer for children, staff and visitors to remain inside the building rather than move around the site or leave it. While the need to use a lockdown procedure is rare, schools are expected to have clear plans in place and to practise them periodically.

Examples of situations where a lockdown might be used include:

- A potentially dangerous person or animal near the school site
- A serious incident in the local community
- A nearby environmental hazard, such as a chemical spill
- An emergency situation where the advice is to remain indoors

What will happen during the practice?

The practice will be carefully managed by staff and will be carried out in a calm and reassuring manner.

During the drill:

- Staff will guide pupils to a safe location within the building
- External doors will be secured
- Registers will be taken to ensure all pupils are accounted for
- Children will remain quietly in their classrooms until the all-clear is given



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Staff will explain the procedure to pupils in an age-appropriate way before the practice takes place. For our youngest children, the drill will be presented simply as a safety activity to help everyone know what to do in an emergency.

What is our approach to supporting pupils?

We understand that some children may find emergency drills worrying. Staff will provide reassurance throughout the process and will emphasise that the practice is simply a way of helping everyone stay safe.

The drill will be kept as short and calm as possible, and pupils will have the opportunity to ask questions afterwards.

What would we do if a real lockdown were ever required?

In the unlikely event of an actual lockdown, we would communicate with parents and carers as soon as it was safe and appropriate to do so.

We would ask parents and carers:

- Not to come to the school site unless directed to do so
- Not to telephone the school, as phone lines may need to remain free for emergency communications
- To avoid sharing unconfirmed information on social media
- To wait for updates from the academy via our usual communication channels

Further Information

Thank you for your support in helping us maintain a safe environment for all children. Practising these procedures helps ensure that both staff and pupils know how to respond calmly and safely in the unlikely event of an emergency.

If you have any questions or concerns regarding the lockdown practice, please contact the school office.

Yours sincerely,



Greg Sadler
Executive Principal



We're a proud member of the EMAT family



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