Southam College

OCL/HD
23rd October 2026

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Dear Parent/Carer,

We will be carrying our next lockdown procedure drill during the school day on Monday 2nd November and wanted to make you aware in case this is your child's first drill with us. Lockdown procedure is important to practise with students, in the same way we do for fire evacuation drills. Students will go over the key features and events that could potentially require a lockdown procedure, and actions we all take in this drill during registration, prior to the drill.

Lockdown procedures are part of safeguarding everyone on the school site and can be activated for a range of situations, for example:

- A report of an incident/civil disturbance in the local area
- An intruder on site with the potential to harm students or staff
- A nearby chemical incident or risk of air pollution
- An out of control animal on the school site
- An extreme weather event
- A viable threat made to members of the school community.

As many of you will be aware, from previous drills, the lockdown procedure drill involves students, staff and visitors securing themselves in the block they are in, or closest to at the time of the alarm. Students will move out of their seats to sit quietly in the most concealed area of the room, until the lockdown procedure ends. Students will be required to keep their mobile phones in their bag for the duration of the lockdown procedure to ensure that no false information is shared, or panic caused unnecessarily. In the unlikely event of the lockdown procedure being initiated (other than drills) parents will be contacted, by electronic channels, with relevant updates as soon as possible so that information is shared factually and to avoid hindering any external services that may be supporting.

I would like to emphasise that this is a drill, however we want you to be aware as your child may wish to discuss this event with you at home. We appreciate you reassuring your child that school is a safe space and that the purpose of this drill is to ensure that everyone knows what to do if a situation arise that required security measures.

If you have any queries following this drill, please do not hesitate to get in touch.

Yours sincerely

Miss C Harwood