



December 2024

Dear Student, Parent / Guardian, and Carers,

Re: Emergency Lock Down Procedure

As you may be aware, all schools must have a lockdown procedure in place in case of emergency.

A copy of our policy is available on our website [Thomas Becket Catholic School - Policies and Procedures](#). We will practise the procedure at least annually with pupils so that they would know what to do should we ever need to use lockdown. This is done sensitively with pupils to not cause any distress, in the same way that school would practise the Fire Evacuation Procedure.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and pupils in the school.

Lockdown procedures may be activated in response to any number of situations, these may be:

- A reported incident / civil disturbance in the local community
- An intruder on the school site
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- The close proximity of a dangerous animal roaming loose.
- A serious student disturbance

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. You may wish to read the full policy; however, this section gives the guidance for parents.

Parents will be notified as soon as practicable possible via the Bromcom MCAS messaging service that there is a lockdown situation. Parents should:

- Not contact the school as this will tie up the phone lines.
- Not attend school as this could interfere with the emergency services' access to the school and they may put themselves in danger.
- Wait for the school to contact them about when it is safe to collect their children.

Pupils will not be released to parents during a lockdown. Parents will be notified when the school is no longer in a lockdown situation and that it is safe.





In order to practice the lockdown procedure we are giving you advanced notice that this will take place this week and we will communicate the start and end of the drill as per above.

Site security and confirmed timings for before school and after school supervision

Hopefully, we will never have a situation where we would need to use a lockdown, but we all feel safer knowing that we have procedures in place for any eventuality that would keep our school community safe.

As part of our ongoing responsibility to keep students safe, I must remind you of our arrangements for pupils to access the school site/building before and after school. Before school, pupils must not be on site before 8:20am as there is no direct supervision, unless they are accessing our breakfast club provision in the canteen from 8:00am. After school, pupils must leave site at the end of the normal school day, unless attending one of the sessions below:

- An extra-curricular activity/club or
- An intervention session (KS4 and KS5) or
- Detention

We also have the following site security safety measures:

- The school building remains secure with magnetic fire release gates. This ensures that there is a single point of entry into school via our main reception only.
- An additional magnetic door access control fitted in our main reception for the second set of doors into the school.
- Increased purchase of security search wands to use as and when necessary.
- Internal and external CCTV coverage across the school site.

Thank you for once again for your continued support as we continue to safeguard everyone here at Thomas Becket Catholic School.

God bless,

#TeamTBCS #MissiontoExcellence

