



Alameda Middle School

Ambitious ■ Motivated ■ Confident to Soar

June 2026

Dear Parent/Carer,

Re: School safety and emergency procedures

At Alameda the safety, wellbeing, and welfare of your children are our highest priority.

You are probably aware that we hold fire evacuation drills once every school term. The Department for Education also recommends that we have procedures in place for security lockdown sometimes called invacuation.

I am writing to let you know that we will be speaking to pupils about the lockdown procedure on Thursday 18th June, following a demonstration of the different alarm sounds.

What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill. Our security lockdown procedure would be used if there is a threat to the safety of our pupils, staff and others in the school, and when it is safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Alameda's lockdown procedure

The level of response will depend on the situation and information available. A **Partial Lockdown** is a precautionary measure and will keep pupils and staff inside buildings in a state of readiness, whilst retaining a degree of normality. A **Full Lockdown** signifies an immediate threat, and the aim is to hide and keep out of sight until help arrives.

We will be explaining to our pupils what they should do in the event of the lockdown alarm being activated.

We will demonstrate the alarms for lockdown during morning registration Thursday 18 June. There will be no need to evacuate or lock down. The purpose is to familiarise everyone (staff and pupils) with the different alarm sounds, and to make sure we all know what action to take upon hearing the alarms.



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MUSIC MARK
SCHOOL
2024 - 2025

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About our upcoming lockdown training

Form teachers will talk to pupils about the security lockdown procedures and explain why they are important. They will explain that procedures like this will make sure that the school remains a safe place.

I must emphasise that this is simply an exercise, so that in the very unlikely event of such a lockdown situation our pupils and staff will be fully prepared and can stay safe.

If you or your child has any concerns or questions, please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Mrs. J. Ross', written in a cursive style.

Mrs. J Ross
Headteacher