Chilton Trinity School
Chilton Trinity School
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Headteacher: K Deady

09 October 2026

Dear Parents and Carers,

At Chilton Trinity School, we take safeguarding and the safety of your child very seriously. It is important that we put procedures in place and plan even for those events that are very unlikely to occur, for example a Fire Drill or an event that requires the school to "Lockdown".

I am writing to let you know that we'll be holding our annual practice of the "Lockdown" procedure at some point during the week commencing 12 October 2026. We are not specifying which day or time so that the practice is a close simulation to a real event.

We have practiced our "Lockdown" procedure during the last academic year during which the students were fantastic. For those who are unfamiliar with the plan please find below information about the "Lockdown" procedures that we have at Chilton Trinity School.

What is 'Lockdown' and when would it happen?

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

Situations where our Lockdown procedure may be used include:

- Extreme weather, e.g. flooding, high winds and extreme temperatures.
- A potentially dangerous person or animal on the school site.
- An environmental hazard.
- An incident related to terrorism.

What is our school's security Lockdown procedure?

- A specific alarm will sound, alerting students and staff. This is different to the 'Fire Alarm' and has been shared with students and staff.
- Students are to stay in their classroom or find the nearest classroom to them.
- We will make sure students are safe by closing all windows and doors, closing blinds where possible and barricading the doors if necessary.
- We will check that all students are accounted for by taking a register and alerting a central team, of the students that are missing.
- Students will be reminded to keep mobile phones in their bags and not use them.
- The emergency services will be contacted (if required).
- Students and staff to be debriefed as soon as possible after the incident.

Instructions for parents/carers in the event of a security Lockdown

- Communication will be made with parents and carers via our Parent App, the school website and social media.
- Parents and carers should not attempt to call or come to the school at this time, as this may hinder our effort to contact and work with the emergency services.
- Parents and carers should not discuss the event on social media, as this may spread false information and create panic.
- Students will be instructed not to use mobile phones during a lockdown, so parents and carers should not be alarmed if their child doesn't answer their phone.
- If the Lockdown continues beyond school hours, parents and carers will be informed of any variations to pick up times via our Parent App, the school website and social media.

Futura Learning Partnership is a charitable company limited by guarantee and registered in England and Wales with company number 07746787. The registered office is at Chandag Road, Keynsham, Bristol. BS31 1PH

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About our upcoming Lockdown drill

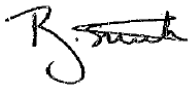
The 'Lockdown Drill' will be taking place at some point during the week commencing 12 October 2026, the purpose of this is so that our students and staff are fully prepared and can stay safe, should a real 'Lockdown' be required.

All students have been reminded of the lockdown procedures in tutor times prior to the practice.

We will communicate to parents and carers via our Parent App (MCAS), social media and the school website once we have carried out the drill.

In the meantime, if you or your child have any concerns or questions, please do not hesitate to contact me on the school number.

Yours sincerely,



Mr Suik
Deputy Head and Designated Safeguarding Lead

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