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THE BULWELL ACADEMY
Creative Education Trust

16 November 2026

Dear parents and carers

I am writing to inform you about our intention to conduct a practice lockdown procedure before the end of term.

A school lockdown is a safety measure designed to secure the premises in the event of an intruder, dangerous animals on site, an environmental hazard or any other threat that poses a safety risk to students and the wider staff body. While the thought of such scenarios can be distressing for some students, our goal is to provide clarity and reassurance through this practice.

During the lockdown, as the executive lockdown leader, I will assess the situation and determine the best course of action. However, there are specific expectations for both staff and pupils during this procedure that I would like to share with you:

Staff Responsibilities:

- A sound will alert the school to initiate lockdown procedures.
- Staff will lock their classroom doors to prevent anyone from entering.
- The register will be checked to ensure all pupils are present, and any absentees will be reported immediately and located.
- Teachers will remain in the classroom with the pupils until the procedure concludes.

Pupil Responsibilities:

- Pupils must stay inside the locked classroom, remaining seated, calm and quiet.
- Pupils must follow all instructions given by their teacher.
- On the rare occasion that a pupil is not actually in their classroom, they should proceed to the nearest classroom and stay there until the procedure is over.
- If a lockdown is implemented during social time or change over, students make their way to their next lesson calmly and quietly.

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After the procedure, we will review our response to identify areas for improvement.

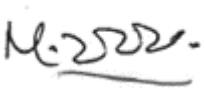
While schools are typically required to conduct two lockdown drills per year, I am implementing a practice each half term. Our fire drills have proven effective due to the clarity of roles and responsibilities established through regular practice.

What we need from parents:

- Please reassure your child that the practice lockdown is just that - a practice.
- Emphasise the importance of remaining calm and sensible throughout the procedure, including staying inside the classroom, remaining seated, calm and quiet.

Thank you for your continued support in helping us maintain a safe environment for our students.

Yours sincerely



Matt Irons
Principal