

24th February 2026

Dear Parents/ Carers,

RE: Shelter-In Procedure and Practice Drill

Like all schools, we are required to have clear procedures in place for the very unlikely event of a serious incident. Part of this is having a “shelter-in” (sometimes called invacuation or lockdown) procedure. This week, I am speaking to students in assembly to explain why these procedures exist and what they involve. Next week we will practise a short shelter-in drill during lesson time so that students are familiar with the alarm system we have recently installed.

This work is in response to *Martyn’s Law* (the Terrorism (Protection of Premises) Act 2025), which requires organisations, including schools, to be properly prepared to respond calmly and effectively to serious incidents. Last term we worked with a security consultant to review our site and strengthen our procedures in line with national guidance. A shelter-in procedure would be used if it were safer for students and staff to remain inside the building rather than evacuate, for example in the event of a serious incident in the local area, a nearby chemical risk, or an intruder on site. The aim is simple: to keep everyone safe.

During the drill:

- Teachers will secure classrooms.
- Students will remain calmly in place and follow instructions.
- Registers will be taken to ensure everyone is accounted for.
- Students will not use mobile phones.

If the procedure were ever used in a real situation we would communicate with parents via our usual systems. As with fire drills, practising these procedures simply ensures that should we ever need them, everyone knows what to do.

Thank you, as always, for your support.

Yours sincerely,

Mr P Smith
Headteacher