



24 February 2026

Dear Parent/Carer,

Re: Enhancing safety in our school

At Park High, safeguarding and the safety of all students remain our highest priority. Although the likelihood of a serious incident is extremely low, it is important that we have clear procedures in place and that our school community understands them. Following recent events at a local school, some students and families have requested a reminder of our processes. In response, we have brought forward our planned practice 'lockdown' drill to help reassure students and reinforce our procedures.

I am writing to let you know that we will be carrying out this practice drill on Thursday 26 February 2026, in the afternoon.

What is a security lockdown and when would it happen?

A security lockdown is a standard health and safety procedure, similar to a fire drill. It would be used if there were a potential threat to the safety of students, staff, or visitors, and when remaining inside the building is the safest option. The purpose of a lockdown is to keep people secure in a safe location. Examples of situations where a lockdown might be required include:

- A potentially dangerous person or animal on the school site
- A disturbance or hazardous situation in the local community that may impact the school
- A nearby chemical incident or risk of air pollution

What is our school's lockdown procedure?

During a lockdown:

- A specific alert will sound across our public address system to signal the start of the procedure.
- Students and staff will immediately move into their own classroom or the nearest safe room.
- Registers will be taken.
- Staff will secure doors and windows and close blinds.
- In a real incident, emergency services would be contacted.
- Students and staff will remain calmly in the secure location until further instructions are given.

Guidance for parents/carers during a real lockdown

- You will be informed via our electronic communication system.
- Please do not call or come to the school, as this may obstruct communication with emergency services.
- Please avoid posting about the incident on social media, as this can lead to misinformation and increased anxiety.

Headteacher Mrs Colette O'Dwyer

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About the upcoming practice drill

Before the drill, staff will speak to students to explain the procedure, why it is important, and what they should expect. Students will have further After the drill, students will be reassured that they are safe and reminded that practising procedures like this helps ensure our school remains a secure environment in which to learn.

I want to emphasise that this is only a practice drill, designed to prepare our school community should an emergency ever arise.

If you or your child have any questions or concerns, please contact your child's year team in the first instance.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Mrs Wilkinson', with a stylized flourish at the end.

Mrs Wilkinson
Deputy Headteacher