

26 January 2026

Planned Site Lockdown 'Soft Drill' - Monday 2 February

Dear Parent/Carers

At The Sutton Academy, we take the safeguarding, welfare, and safety of our students very seriously. It is important that we regularly review our procedures, including events that are very unlikely to occur. As part of this process, and in line with many schools nationally, we will be conducting a '**soft drill**' of a **Site Lockdown**.

What is a Site Lockdown and why do we practise it?

A Site Lockdown is a standard health and safety procedure, similar to a fire drill. It would be used in situations where it is safer for everyone to remain inside the building rather than evacuate. The aim is to keep everybody safe by confining them in a secure place of safety.

Examples of when a full Site Lockdown may be used include:

- A potentially dangerous person or animal on the academy site
- A disturbance or dangerous situation within the local community that could affect the academy
- An incident related to terrorism

About the planned 'soft drill' in February 2026

- This will be a **planned practise drill** for all students and staff across the academy site at the same time - around 2.00pm, on Monday 2 February.
- Staff will explain the process to students beforehand, so they understand it is a drill and there is **no danger**.
- The drill will last for just a short period of time and will conclude with an '**all clear**' announcement.

Site Lockdown drills are now standard practice in schools nationally and are essential for ensuring that everybody knows what to do in the unlikely event of a real Site Lockdown situation.

How will students be prepared?

Students will be informed of the plans for the 'soft drill' in their Year Group assemblies. We will again explain the importance of a Site Lockdown and we will emphasise that this procedure is designed to keep everyone safe and secure.

On the day of the drill, during normal lesson time, teachers will stop the lesson and inform students that the drill is about to begin. Key information will be displayed on screens in classrooms and students will be asked to comply with the basic actions required as part of a Site Lockdown event for a short period of time. Once the 'all clear' is given, normal lessons will resume.

We appreciate your support in helping us maintain a safe environment for our students. If you have any questions or concerns, please do not hesitate to contact us.

Yours faithfully



Mr P Willerton
Principal



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