

1st November 2022

Dear Parents/Carers

Re: Responding to a Critical Incident

I am writing to inform you that this half-term, we will be training students on our procedure for responding to a critical incident. It is a national expectation that all organisations, including schools, have a planned response to deal with any unexpected occurrence which could have a major impact upon the school. Therefore, in the unlikely event of an intruder to the school grounds or an incident in Southgate that could pose a risk to staff and students, we might need to 'lockdown' the school.

The 'lockdown' procedure will be explained to Year 12 students in assembly this week so that they understand the reasons for having such a plan in place to keep our school community safe. Following the assembly, they will practise a 'lockdown' during form time before a whole school drill is conducted. During the 'lockdown' drill, students will need to stay out of sight by sitting underneath their desk, remaining as still and quiet as possible.

Keeping students and staff safe whilst at school remains our priority and therefore I hope that you understand the need for us to be ready to respond to a critical incident in this way.

Please do not hesitate to contact me at the school if you have any questions.

Yours faithfully,



Ms C Moon
Senior Assistant Head Teacher