

18th September 2026

Dear Parents/Carers

I am writing to inform you that Acle Academy will be conducting a lockdown drill on Monday 21st September 2026.

As a school we hold regular fire drills for the children so they can practice evacuating the building should the need arise. It is also important that we also hold lockdown drills so that in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement. Moving forward lockdown drills will be held regularly in the same way as Fire Drills, and we will not provide parents with notice of future lockdown drills this academic year.

During a lockdown, staff members will normally be required to keep pupils indoors for a period of time, rather than use outdoor areas, open spaces or corridors. The drill will be timed to ensure it causes the least possible disruption to pupils' learning, whilst providing a test of the lockdown procedures.

Staff members will be instructed to remain calm at all times, so that pupils do not get distressed. The drill process will be explained to pupils beforehand during assemblies or in form time. We hope the lockdown procedure will never have to be used, but need to ensure we are fully prepared for all situations.

The school's lockdown procedure will come into effect in the following circumstances:

- In the event that an unauthorised person(s) considered dangerous, are on school grounds.
- In instances where people on the school site become a threat to the wellbeing of others.
- In emergency situations where there is a risk from poisonous fumes or a chemical spillage.
- If a dangerous animal is on the premises.
- In an extreme weather event causing the pupils to be at risk.

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After the Executive Principal or Vice Principal or a member of Senior Leadership has given direction for the lockdown drill to commence, the following procedures will be rehearsed:

- An alarm, different to the fire alarm, will sound for 60 seconds to initiate the lockdown procedure.
- Teachers will close and lock all exterior doors.
- All windows will be secured and blinds closed.
- Teachers will reassure pupils throughout the procedure.
- Pupils will be directed away from doors and windows.
- Nobody will be allowed in or out of any building for the duration of the drill.

If you have any concerns or questions, please contact the school office on 01493 750431 or alternatively email info@acle.norfolk.sch.uk

Yours sincerely



Mr S Newstead
Vice Principal

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