Dereham Neatherd High School
Norwich Road, Dereham, Norfolk. NR20 3AX
Headteacher: Jaime Mallett

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11th November 2025

Dear Parent/Carer,

Re: Lockdown procedure practice

At Dereham Neatherd High School, we take safeguarding and the safety of your child very seriously. It's important that we put procedures in place and plan even for those events that are very unlikely to occur, just as we do with fire drills. As part of this, we have introduced a new safety procedure called "security lockdown". I'm writing to let you know that we'll be practising this procedure on Wednesday 12th November, at 2.30pm.

What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill. Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's safer for everyone to remain in school. The aim is to keep people safe by confining them to a secure place.

Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

What is our school's security lockdown procedure?

- All staff, pupils and visitors in school will be notified that a lockdown is immediately required with repeated, 10-second bursts of the school bell.
- On hearing this alarm, all pupils will remain in their classroom with their teacher. Pupils in the first aid room, removal room, internal exclusion room, listening room or in a mentoring session will remain in these areas with staff. Any pupils visiting the toilet on hearing the alarm are instructed to enter the nearest staffed classroom.
- We will make sure all pupils are safe and secure by securing doors and windows, drawing blinds and ensuring pupils are sat well away from windows and doors. We will take every step possible to ensure rooms look unoccupied (for example by switching off lights and projectors).
- The emergency services will immediately be called.

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Instructions for parents/carers in the event of a security lockdown

- When and where it is safe to do so, you will be informed that the school is in lockdown via email.
- You should not attempt to call or come to the school at this time, as this may hinder our efforts to contact and work with the emergency services.
- You should not discuss the event on social media, as this could spread false information and create panic.
- Pupils will be instructed not to use mobile phones during a lockdown, so please do not be alarmed if your child doesn't answer their phone.
- If the lockdown continues beyond school hours, you will be informed by email about any changes to buses and collection arrangements.

About our upcoming security lockdown drill

Prior to practising this procedure with pupils tomorrow, our staff will take time to talk to pupils about security lockdown procedures and explain why they're important. This will occur during tutor time this week. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn. I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe. The drill will last for approximately 10 minutes. If you or your child have any concerns or questions, please do not hesitate to contact the school by emailing office@neatherd.org.

Kind regards,

Ms E. Webb
Deputy Headteacher