



Hebburn Comprehensive School

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Head Teacher: Mr D R Thompson

DRT/JE

25 March 2025

Dear Parent/Carers,

As you may have recently seen in the media, some schools have had to trigger their lockdown procedures to ensure staff and pupil safety. Whilst this is still relatively rare, we must ensure that we are fully prepared, if presented with that scenario in the future.

Please note the following information:

- Staff are trained in lockdown procedures.
- A message will be sent around school quickly to inform staff that lockdown procedures have been triggered.
- The Head Teacher will ring 999.
- **A partial lockdown** is where the doors of the school are locked down, but we can operate as normal internally.
- **A full lockdown** means there is a serious threat to the health and safety of the school community, so we must lockdown fully.

In the event of a full lockdown, the following procedures will be in place:

- Pupils will be ushered into the nearest safe space, if not already in a classroom.
- The member of staff will secure the door.
- Pupils will be asked to sit under their desk out of sight. Any pupils who can't get under a desk will be in a safe space in the classroom away from the door.
- Pupils must switch off their phones and place them on the floor in front of them. In a full lockdown scenario, it is essential that we do not have any noises to alert a potential intruder to a specific space in school and ringing people may create confusion and unnecessary panic.
- All communication, therefore, will be centralised through the school.
- In the event of a lockdown, we would send further messages explaining that we are in a lockdown and will provide further updates when we are in a position to do so.

It is important that parents/carers do not arrive on site when lockdown arrangements are in place, as it could put people in danger.


We will be taking pupils through procedures during Morning Meetings and form period in due course.

I realise that this information may be concerning, but the health and safety of our school community is of paramount importance.

I'm sure parents and carers will appreciate that we must be prepared for a potential lockdown scenario should the need arise.

Thank you in advance for your full support with this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'DM', with a long horizontal flourish extending to the right.

Mr D R Thompson
Head Teacher