

5 June 2025

Dear PCS Families

Firstly, thank you for the time and space you have given me to respond to the current situation at PCS. I hope I am able to give you enough details to reassure you of what is happening and how we, as a school community, are responding to ensure that everyone is safe. We also need to be mindful that the situation involves a young, vulnerable child who needs support and we are working closely with outside agencies to ensure this happens.

I have spoken to all staff this morning, to explain the situation and have also given an online assembly to the whole school, followed up with some information that could be read to anyone who missed it. I will include that message in this letter.

Yesterday, a young person who is not currently allowed on the premises was on site. As a precautionary measure, we carried out a lockdown procedure following the protocols that we have previously sent out to you and have practised with the whole school community. Although we do not currently believe that any student is at risk, it enabled us to clear the corridors and outside spaces so that this young person could be supported off site. The police attended and we continue to work closely with them and other agencies.

I fully understand that any situation like this, no matter how real the threat, is distressing and I want to reassure you that we are offering support and open communication to students. I also want you to be able to reach out to get support if you and your family need it.

<https://www.youngminds.org.uk/parent/how-to-talk-to-your-child-about-mental-health>

<https://www.mind.org.uk/need-urgent-help/using-this-tool/>

Today, in the assembly I briefed students that we may have to call another lockdown if the young person is on site or near our school. I have told them the following:

- The lockdown bell will sound 10 chimes
- On hearing this, students need to go into the classroom nearest to them if they are not already in a class
- Staff will help students off the corridor and into a classroom
- The door to the classroom will be locked, door stops put in place or table placed in front of the door
- Students to remain quiet so that staff can concentrate on receiving information which will be sent via their devices to keep them updated of the situation
- Student MUST follow the instructions from the adult(s) in the room
- Students MUST NOT use their mobile devices to communicate

It is really important that during a lockdown, lines of communication are kept clear so we, as a school, are able to communicate with the police, outside agencies and staff in the school. It will be frustrating to hear that during the lockdown, communication with families will not be my priority and for that I apologise. I will always let you know the situation as soon as I am able to, but the safety of the students and staff in school is paramount.

Please speak to your child/children about this and let their mentor know if there are any specific concerns that need to be addressed.

Students have been amazing and supportive of each other and our community. All those who have shown understanding and empathy as well as being swift in their responses to staff requests have made me so proud of them. They are a credit to you.

Kindest regards



Rachel Henocq

Headteacher