

17 October 2025

Dear PCS Families

Schools continue to be amongst the safest places to be. However, no school can afford to ignore the risk and impact of having to deal with a range of security related incidents. As Headteacher I take the safety of our community members very seriously and value the importance of being prepared for situations even though we are unlikely to encounter them.

Over the last few weeks students were reminded of our lockdown procedures in assemblies. I want students to know that we have a plan for the situation should someone be identified as a threat by entering or attempting to enter the school.

Just like a fire drill I want students to practise, although in this instance we will let students and staff know exactly when it is taking place and then when the signal is made, staff will announce that 'this is a practise' so as not to cause undue anxiety. The focus of this drill is to practice the routine.

The slides give the basic outline which has been shared in assemblies, and staff have been briefed in more detail.

Obviously we do not hope to have the school under lockdown, but I require students and staff to have training, and practice once a year.

We will be speaking to those students who are more vulnerable to this experience and mentors will be asking if there are students who are anxious about the process. Our SENDCo will be emailing specific families and will be able to address any concerns, explaining what we are able to put in place to support.

Kind regards



Ms Rachel Henocq
Headteacher



What you need to do: Lockdown during lesson time

- 1) The Lockdown alarm is 10 x short bursts on the bell**
- 2) If you are in a classroom you stay in the classroom**
- 3) Close the door**
- 4) Get away from a window**
- 5) Stay silent - do not use your phone to contact anyone**
- 6) Follow instructions from your teacher**
- 7) If you are not in a classroom (toilet break or errand) you must go to the nearest classroom if open and safe or the main hall**
- 8) The end of the lockdown signal is 5 short bursts on the bell**



What you need to do: Lockdown during break/lunch and threat outside:

- 1) The Lockdown alarm is 10 x short bursts on the bell**
- 2) Member of staff will signal the end of break (whistle) and tell you to go inside**
- 3) You enter the school as normal and go to normal lesson to be registered**
- 4) Close the door**
- 5) Get away from a window - maybe under a table**
- 6) Stay silent - Do not use your phone to contact anyone**
- 7) Follow instructions from your teacher**
- 8) The end of the lockdown signal is 5 short bursts on the bell**



What you need to do: Lockdown during break/lunch and threat inside

**1) The Lockdown alarm is
10 x short bursts on the bell**

**2) Member of staff will signal the end of
break (whistle) and tell you to line up**

**3) Line up as per the fire alarm
in your tutor groups**

**4) You will be escorted to the
Meridian centre / Wave leisure**