

22nd October 2025

Dear Parents and Carers,

Re: Lockdown and Evacuation Procedures

I am writing to inform you that, like all schools, we are required to have plans in place to respond to a range of emergency situations. These include both evacuation procedures (for example, in the event of a fire) and lockdown procedures, which would be used if there were a serious incident in or around the school that required students and staff to remain safely inside the building.

While it is important to emphasise that there is **no specific threat or cause for concern**, it is essential that we are well prepared should an emergency ever occur. Having clear procedures in place ensures that everyone on site knows what to do to stay safe.

As part of our planning, we also have a procedure where students may need to be evacuated further away from the school buildings. We are calling this a 'Code Blue'. In the event of a Code Blue, students and staff would move in an orderly way to the Lower School Field, which has been identified as a safe and suitable assembly area should we need to leave the main school site.

In the coming weeks, we will be carrying out a lockdown practice drill as part of our regular safety procedures. This will be managed calmly and sensitively, with staff explaining the purpose of the drill to students beforehand. The aim is to ensure that all members of our school community understand what to do in the unlikely event that a lockdown is required — just as we routinely practise fire drills.

Please be reassured that these measures are standard practice across schools nationally, and they form part of our overall safeguarding and emergency planning responsibilities.

If you have any questions or concerns about these procedures, please do not hesitate to contact the school.

Thank you for your continued support in helping us maintain a safe and secure environment for everyone at St John's.

Yours faithfully



Mr A Henderson

Principal