



30 September 2025

Dear Parents and Carers,

RE: Critical Incident Procedure

I am writing to inform you that today staff and students participated in a critical incident drill, commonly referred to as a 'lockdown drill'.

While this precaution is one we hope never to need, it is essential in ensuring that everyone in our school community is able to keep themselves and each other safe should an critical incident occur. This is not unique to Rooks Heath School. Many schools and large organisations engage such practice drills and research supports the value in preparing individuals to respond effectively in the eventuality.

We are pleased to report that overall, students conducted themselves responsibly and maturely throughout the drill. Their calm and attentive approach to the procedure was a testament to their understanding of its importance. Any students who may not have followed the procedures correctly will receive further guidance and, where necessary, appropriate sanctions.

Staff received training in this area this week and students received information in assemblies to ensure they understood the purpose and procedure. Staff also met with any latecomers and our more vulnerable students to inform them of the drill in advance and afterwards, to allay any anxieties or concerns they may have had.

We will conduct this drill at least annually to keep our community prepared and informed. Based on the feedback we gather from both students and staff; we will continue to refine and enhance our procedures to ensure the highest standard of safety for all. Please pass on our commendations and well done to all your children.

Thank you for your ongoing support and attention to our communications.

Yours sincerely,

Ms S. Rockell
Assistant Headteacher and DSL

