



29 September 2026

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 a 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





If you are unable to read this letter because English is not your first language, please ask someone who speaks English to contact us via email at contactus@rooksheath.harrow.sch.uk for a copy of this letter in your language.

Arabic: إذا لم تتمكن من قراءة هذه الرسالة لأن اللغة الإنجليزية ليست لغتك الأم، فيرجى الطلب من شخص يتحدث الإنجليزية للحصول على نسخة من هذه الرسالة بلغتك. contactus@rooksheath.harrow.sch.uk معنا عبر البريد الإلكتروني

Gujarati: જો અંગ્રેજી તમારી પ્રથમ ભાષા ન હોવાને કારણે તમે આ પત્ર વાંચી શકતા ન હોવ, તો કૃપા કરીને અંગ્રેજી જાણતી કોઈ વ્યક્તિને કહો કે તેઓ તમારી ભાષામાં આ પત્રની નકલ મેળવવા માટે contactus@rooksheath.harrow.sch.uk પર ઇમેલ દ્વારા અમારો સંપર્ક કરે.

Portuguese: Se você não conseguir ler esta carta porque o inglês não é a sua língua materna, por favor, peça a alguém que fale inglês para entrar em contato conosco pelo e-mail contactus@rooksheath.harrow.sch.uk e solicitar uma cópia desta carta no seu idioma.

Polish: Jeśli nie mogą Państwo przeczytać tego listu, ponieważ angielski nie jest Państwa językiem ojczystym, prosimy poprosić osobę mówiącą po angielsku o kontakt z nami pod adresem contactus@rooksheath.harrow.sch.uk w celu uzyskania kopii tego listu w Państwa języku.

Romanian: Dacă nu puteți citi această scrisoare deoarece engleza nu este limba dumneavoastră maternă, vă rugăm să rugați o persoană care vorbește engleza să ne contacteze prin e-mail la adresa contactus@rooksheath.harrow.sch.uk pentru a obține o copie a scrisorii în limba dumneavoastră.

Punjabi: ਜੇਕਰ ਤੁਸੀਂ ਇਸ ਪੱਤਰ ਨੂੰ ਪੜ੍ਹਨ ਵਿੱਚ ਅਸਮਰੱਥ ਹੋ ਕਿਉਂਕਿ ਅੰਗਰੇਜ਼ੀ ਤੁਹਾਡੀ ਪਹਿਲੀ ਭਾਸ਼ਾ ਨਹੀਂ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਅਜਿਹੇ ਵਿਅਕਤੀ ਨੂੰ ਕਹੋ ਜੋ ਅੰਗਰੇਜ਼ੀ ਬੋਲਦਾ ਹੈ, contactus@rooksheath.harrow.sch.uk 'ਤੇ ਈਮੇਲ ਰਾਹੀਂ ਸਾਡੀ ਭਾਸ਼ਾ ਵਿੱਚ ਇਸ ਪੱਤਰ ਦੀ ਇੱਕ ਕਾਪੀ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰਨ।

Urdu: اگر آپ یہ خط پڑھنے سے قاصر ہیں کیونکہ انگریزی آپ کی مادری زبان نہیں ہے، تو براہ کرم انگریزی بولنے والے کسی شخص سے کہیں کہ وہ اس خط کی آپ کی زبان میں کاپی حاصل کرنے کے لیے ہم سے contactus@rooksheath.harrow.sch.uk پر ای میل کے ذریعے رابطہ کرے۔

Farsi : اگر بہ دلیل اینکه انگلیسی زبان اول شما نیست قادر به خواندن این نامه نمی باشید، لطفاً از فردی که به زبان انگلیسی صحبت می کند بخواهید برای دریافت نسخه ای از این نامه به زبان خودتان، از طریق ایمیل contactus@rooksheath.harrow.sch.uk با ما تماس بگیرید.

