



20 April 2026

Dear Parent/Carer,

Practice Lockdown Procedure

At The Bourne Academy we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, considering even those events that are very unlikely to occur.

I am writing to inform you that we will be practicing our lockdown procedure on **Friday 24th April 2026 at 2.15pm**. The practice will take approximately 30 minutes to complete; please note that during this time Academy phones will not be answered, and visitors will not be able to enter or leave the site. The practice will take about 30 minutes to complete and once completed we are likely to allow students to leave slightly early that day.

A lockdown procedure is a standard health and safety procedure, similar to a fire drill. Our lockdown procedure would be used when there is a threat to the safety of students, staff and others in the school, and when it is safer for everyone to remain inside school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site.
- A disturbance or dangerous situation in the local community that could affect the school.
- A nearby chemical incident or other risk of air pollution.
- An incident related to terrorism.

The Academy has a Lockdown Policy, a copy of which is available upon request. The main elements of the procedure are as follows:

- A specific alarm will sound to notify staff, students and visitors that the “lockdown” procedure has been implemented
- Staff and students will remain in their classrooms, or move immediately inside to the nearest classroom, and remain there until further notice
- Windows and blinds should be closed in the classroom/office and the door locked or blocked, if possible
- Students and staff will be positioned against the wall in the most non-visible corner, seated. They will remain silent
- Students are not allowed to use any phones or electronic devices during the lockdown
- The relevant emergency services will be called, and the Leadership Team will monitor the situation.

Principal: Mr Mark Avoth

The Bourne Academy, Hadow Road, Bournemouth, BH10 5HS

www.thebourneacademy.com | Tel: 01202528554 | admin@thebourneacademy.com

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In the event of a lockdown, parents/carers;

- will be informed that the school is in 'lockdown' via an email as soon as safely possible
- should not attempt to call their children/the Academy or come to the Academy as this may hinder the school's effort to contact and work with the emergency services
- Should not expect to have their children released to them until the lockdown has finished
- Should not discuss the event on social media, as this may spread false information and create panic
- Will be notified by email when the lockdown procedure has ended.

Over the next few days, staff will take time to talk to the students about the lockdown procedures, why it is important to practice the procedures and what will happen during the practice. We will also reassure students after the drill that they are safe and will emphasise that practicing procedures like this will make sure the school remains a safe place to learn.

I must stress that this is part of the Academy's emergency framework and the need to practice such a procedure is to ensure that, in the unlikely event of such a situation, our students and staff are fully prepared. If you have any further concerns or questions, please do not hesitate to contact the Academy.

Yours sincerely

Mr M Avoth
Principal

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