



Cardiff High School

Ysgol Uwchradd Caerdydd

Headteacher/Pennaeth
Mr S M Jones

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19 September 2025

Dear Parents and Carers,

At Cardiff High School, we take the safety of our learners and staff very seriously. It is important that we continue to review all our procedures, even those in relation to events that are very unlikely to occur.

In line with this approach, I am writing to inform you that we will be practising our fire drill and lockdown procedures in the coming weeks.

What is a Lockdown and When Would We Carry It Out?

A lockdown 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 pupils, staff and others in the school, and when it is safer for everyone to remain in school rather 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 dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An extreme weather event

Our Procedure

Our lockdown procedure is as follows:

Staff and learners will be alerted to a lockdown by the lockdown alert. This will be the ringing of the school bell in 3 blocks of 3 ie 9 rings in total.

If students are already in a lesson, they will remain in the room. If students are between lessons, they should move directly to their next lesson. Students have been advised of the protocol if a lockdown were to be initiated during break, lunch or an outdoor lesson.

The class teacher will register the students to ensure that all are accounted for. Classroom doors will be locked from the inside and students will be moved away from windows and doors. Students will be encouraged to keep silent, to remain calm and to avoid using mobile phones. The emergency services will be called. The all clear will be signalled by the ringing of the school bell 3 times. The lockdown will then be over.

Instructions for Parents/Carers in The Event of an Actual Lockdown

In the event of an actual lockdown and not a practice, families will be notified by the school via Parent Pay, the school website and Classcharts. We would politely request that you do not discuss the event on social media, as this may spread false information and create panic. Parents/carers should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with

the emergency services. Students will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if their child does not answer their phone. Please refrain from attending school site until instructed to do so.

Staff will reassure pupils after a drill and emphasise that practising procedures like this will make sure the school remains a safe place to learn. If you or your child have any further concerns or questions, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'S M Jones', is written over a light blue horizontal line.

S M JONES

Headteacher