



10.10.2025

Dear Parents and Carers,

As part of our ongoing commitment to the safety and wellbeing of our pupils and staff, we have plans in place for a lockdown procedure. This will only be used in the unlikely event of a situation that poses a threat to the safety of our school community.

Pupils in Years 8–11 rehearsed a lockdown drill last academic year; however, all pupils have recently been informed about what to do in the event of a lockdown.

Purpose of the Lockdown Procedure

The primary aim of the lockdown procedure is to ensure the safety of all pupils, staff, and visitors by securing the school buildings and minimising exposure to any potential harm. This procedure has been developed in line with national guidance and best practice for school safety.

When the Lockdown Procedure Will Be Used

The lockdown procedure may be activated in response to a range of potential threats, including but not limited to:

- An intruder on school grounds
- Severe weather emergencies
- Hazardous materials incidents nearby
- Any situation requiring pupils and staff to remain indoors for their safety

Lockdown Procedure Overview

1. Notification

- An alarm and pre-recorded announcement will be made via the school Tannoy system to signal the start of a lockdown.

Lawn Manor Academy – Inspiring and Creating Futures for All



Executive Head: Sandra Muir / Head of School: Russell Langdown
CEO: Jane Coley
Salcombe Grove, Swindon, Wiltshire, SN3 1ER
T. 01793 487286
E. admin@lma.ascendlearningtrust.org.uk
W. lawnmanor.org



2. Securing Classrooms

- Pupils in outdoor areas will be brought inside immediately.
- Staff will secure classrooms by locking doors, turning off lights, closing windows and blinds, and instructing pupils to move away from windows and doors.
- Pupils will be asked to remain quiet and out of sight.

3. Communication

- We will maintain contact with local emergency services and follow their guidance.
- Updates will be shared with parents as soon as it is safe to do so via our usual communication channels (e.g., text messages and emails).

4. End of Lockdown

- A Tanoy announcement will signal the end of the lockdown. Normal activities will resume only when it is deemed safe by the appropriate authorities.

Parental Support

We kindly ask for your support in the following ways:

- Ensure your contact details are up to date via the Parent Portal on Arbor or by contacting Main Reception.
- Talk to your child about the importance of lockdown procedures to help them feel prepared rather than alarmed.
- Reinforce the importance of listening to staff and following instructions promptly during any emergency.

Lawn Manor Academy – Inspiring and Creating Futures for All



Executive Head: Sandra Muir / Head of School: Russell Langdown
CEO: Jane Coley
Salcombe Grove, Swindon, Wiltshire, SN3 1ER
T. 01793 487286
E. admin@lma.ascendlearningtrust.org.uk
W. lawnmanor.org



Lockdown Drill

To ensure everyone is familiar with the procedure, we will conduct lockdown drills periodically throughout the school year. These will be announced in advance and are purely for practice. Our next lockdown drill will take place during the week commencing 13th October 2026, and pupils are being informed this week.

Your child's safety is our top priority, and we are committed to taking every measure necessary to protect our school community. If you have any questions or concerns about our safety procedures, please do not hesitate to contact the school office.

Thank you for your continued cooperation and support.

Yours sincerely

Russell Langdown | Head of School

Lawn Manor Academy

T: 01793 487286 | E: head@lma.ascendlearningtrust.org.uk | www.lawnmanor.org

Lawn Manor Academy – Inspiring and Creating Futures for All



Executive Head: Sandra Muir / Head of School: Russell Langdown
CEO: Jane Coley
Salcombe Grove, Swindon, Wiltshire, SN3 1ER
T. 01793 487286
E. admin@lma.ascendlearningtrust.org.uk
W. lawnmanor.org