



14 May 2026

Dear Parent(s) or Adult(s) with Parental Responsibility,

Important Update Regarding Today's Lockdown Procedure

Following my message via Arbor earlier today, I am writing to provide further information regarding an incident that took place at school today which required us to implement our lockdown procedures.

What Happened

This afternoon, we realised that there were three intruders on site who we initially couldn't identify. In line with our school policy we activated our lockdown procedures as a precautionary measure to ensure the safety and well-being of all students and staff.

We quickly established the identity of the young people as former students who were Permanently Excluded from Sarah Bonnell last term and escorted them off-site quickly.

This is the first time we have had to put these procedures in place in a real situation. However we do have regular practices of our Lockdown procedures and I would like to reassure you that, as a result, students and staff responded exceptionally well throughout the incident. Procedures were followed calmly at all times, enabling us to manage the situation quickly and effectively.

Police Support and Resolution

The police attended the school and supported us in assessing the situation. Once it had been established that the individuals involved were former students who were no longer on site, the site was confirmed as safe and normal lessons restarted. The school is working closely with the police to support their investigations into this incident and ensure they take the appropriate steps to avoid this happening again. The police will be making additional patrols of the area, especially at the beginning and end of the school day.

Your support

In situations such as this, parents and carers can support the school and help emergency procedures to operate as safely and effectively as possible by:

- Talking to your daughter about the importance of not using a mobile phone to text or phone during a lockdown

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- Not travelling to the school site during a lockdown
- Waiting for official communication from the school rather than phoning the school
- Following any instructions issued by the school or emergency services

Examinations

A small number of students were sitting their GCSE Citizenship examination at the time of the lockdown. In line with JCQ examination guidance, the examination was paused and then resumed once it was safe to do so, with students receiving their full allocated examination time.

Student Wellbeing and Support

We recognise that incidents of this nature can be unsettling and cause upset. The well-being and safety of our students and staff remains our highest priority. During the incident, students were supported by school staff and anyone requiring additional support after the event received this straight away.

Please do speak with your daughter this evening and reassure her that these procedures are in place to protect everyone in school. We look forward to seeing her tomorrow as usual.

Thank you, as always, for your continued support and cooperation.

Yours faithfully,

Rae Potter

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