



19<sup>th</sup> March 2019

Dear Parent/Carer

During the final week of this term Newark Academy will be rehearsing its 'Lock Down' policy.

This is an important exercise in ensuring that our students are fully aware of the procedures should we ever have to initiate this policy at our academy. The 'Lock Down' is designed to help manage immediate or localised risks that could cause harm to staff or students and something that all schools have in place. Staff will spend time throughout the week reminding students of the importance of this policy and ensuring that they know exactly what to do, with the intention that anxieties can be managed and dealt with appropriately. Some of our students will need additional support during this practice and the Inclusion Team will ensure that this is put in place.

Should you have any queries regarding this please contact our pastoral team.

Yours sincerely

Chris Fisher  
Deputy Head Teacher