

Our Ref: CS/Level 4 SMART Response Drill

Date: Wednesday 1st July 2026

Dear Parent/Carer,



**Dame Elizabeth
Cadbury School**
www.decschool.co.uk

As part of our ongoing commitment to keeping everyone in our school community safe, we will be carrying out a Level 4 SMART Response drill during the Summer Term. This is a routine safety exercise designed to help ensure that staff and pupils know what to do in the event of any critical incident that may affect the school community.

Level 4 SMART Response is our term for what others might refer to as 'full lockdowns'. We hope that we will never need a 'full lockdown' but it is essential that we prepare for whatever could happen, even if the chances are very remote.

No one panics when they hear the words 'fire drill'. We all had to do them when we were children at school and many of us will do them in our workplaces, so they feel normal to us. But a lockdown drill feels less familiar and can therefore be worrying.

But we must practice going into lockdown just in case it is ever needed. Be assured that the drill will be carefully managed by staff and carried out in a calm and supportive manner, with minimal disruption to learning.

The arrangements for our Level 4 SMART Response will be on Monday 13th July.

When the exercise starts, a WEDUC message via the Matrix App will be sent to alert you. When the exercise ends, we will again send a WEDUC message to alert you that the exercise is over.

May I also remind you that Dame Elizabeth mobile phone policy (as stated in our behaviour policy <https://decschool.co.uk/policies/>)

You may be interested to know more about what Matrix has been doing to support other schools up and down the country. For the last two years, we have been leading the way in helping school leaders rethink their approaches to lockdown, so they don't cause unnecessary concern. So far, we have helped more than 400 schools. You can find out more about this here: <https://www.matrixacademytrust.co.uk/smartresponse/>

Thank you for your continued support in helping us maintain a safe environment for all members of our school community.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'C. Seager'.

Mr C Seager
Head of School