



LEARNING CHANGES LIVES

7 November 2024

Dear Parents / Carers,

Next Wednesday, 13<sup>th</sup> November, students will experience a 'lock-down drill' and ensure they are clear on what they should do if they hear the lock-down alarm.

We regularly practice evacuating the building, and do 'fire drills', but, sadly, it's also important we have a procedure/policy in place if, for any reason, we need to secure the building and keep students safely in classrooms,

It will all be explained to students next week, and will be managed sensitively by Tutors.

If you do have any questions regarding this, please direct them to the [office@lanfranc.org.uk](mailto:office@lanfranc.org.uk) email address.

Many thanks for your ongoing support.

Yours sincerely

Mr S Trehearn  
**Principal**

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