

GORLESTON-ON-SEA
NORFOLK
NR31 8AP

PRINCIPAL: AMY BROOKES

T +44 (0)1493 661406
E enquiries@lynngroveacademy.org.uk
www.lynngroveacademy.org.uk



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19 March 2026

Dear Parents and Carers

I hope this letter finds you well.

Following the incident of knife crime which occurred in a secondary school in Norwich recently, I wanted to write to you to reassure you of the lock-in processes which are planned for at LGA. We have asked staff to tactfully answer any questions which pupils may have following the incident at the Norwich School.

The likelihood of having to implement any such processes is of course very rare, but it important that pupils and staff are prepared for any such eventuality.

Our lock-in drill takes place annually. Our next drill is due to take place in the summer term. Importantly, the drill takes place with pupils' form tutors, as a trusted adult, and they are given time afterwards to debrief and ask any questions. We will always email parents after the drill to let them know that it has happened.

Some of our Year 7 pupils may not have had experience of a lock-in drill before. We will ensure that form tutors explain the process prior to our practice.

Please do not hesitate to get in touch with your child's form tutor if you have any concerns or questions related to this issue.

Yours faithfully

A handwritten signature in black ink that reads "A Brookes".

Mrs A Brookes
Principal