



# Sacred Heart Academy

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TO: Parents & Guardians  
FROM: Cindy Pope - Principal; Debbie Linehan - Vice Principal  
DATE: October 25, 2011  
RE: School Lockdown Practice

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## **School Lockdown**

In accordance with policy of the Eastern School District we will carry out a number of lockdown procedure practices throughout the school year. The first practice is scheduled for Friday, October 28<sup>th</sup>. This will be a guided practice whereby students, teachers and staff are lead through the process of what to expect during a school lockdown. Teachers will model and discuss these routines with their students in class. We strongly encourage you to discuss this issue with your child at home. This will assist in alleviating any concerns that your child may have. It is important that we carry out these procedures to ensure the safety of our students and staff.

## **School Parking**

For the information of parents and visitors to our school the lane running parallel to the front of the building (near Public Library entrance) is a lane for busses only. If throughout the day you are entering the school to pick up your child and/or to drop off an item for them parking is **not** permitted in this area. While you may be visiting the school for a brief period of time in continuing to park in this area our fire lane is being blocked. We would appreciate your cooperation in ensuring that only busses use this lane during the school day.

## **Outside Weather Days**

We will continue to avail of outside play time as long as the weather will permit us. Please ensure that your child is dressed appropriately as the weather cools. It is important that we continue with this practice as long as we possibly can before harsher weather conditions keep us inside the building.