

KR file

Gilbert Case

From: Mike Lehman
Sent: Wednesday, August 09, 2000 10:45 AM
To: Gilbert Case
Subject: FW: URGENT AND CONFIDENTIAL - RESPONSE WED MORNING PLEASE

I should also add, after having read FGD's email, that during periods of KJL's absence I used the room and can testify that there were no locking devices associated with the light system.

-----Original Message-----

From: Mike Lehman
Sent: Wednesday, August 09, 2000 10:41 AM
To: Gilbert Case
Subject: RE: URGENT AND CONFIDENTIAL - RESPONSE WED MORNING PLEASE

I think we should be guided by the advice of the solicitors. I would like to see the lights removed but would hate to discover later that this may be viewed as tampering with evidence that would relate to litigation.

-----Original Message-----

From: Gilbert Case
Sent: Wednesday, August 09, 2000 6:51 AM
To: Jack Verdon; Fred Danielsen; Rozalind Morgan-Hood; Andy DuPreez
Cc: Judy Stewart; Mike Lehman
Subject: URGENT AND CONFIDENTIAL - RESPONSE WED MORNING PLEASE

Crunch time

What do we do with the lights outside Room 31 saying "Knock and Enter" etc.?

I believe that they should be removed now, and the wall painted if necessary BEFORE Open Day.

As previously requested of Jack, we need to have checked with the solicitors first. Photos have been taken of the set-up, and hopefully that is enough, but we need to be sure. We also need a number of people to be able to say with confidence that the lights system did not include any mechanism which could possibly effect the remote locking or unlocking of the door.

Please let me know what you think.

-----Original Message-----

From: Andy DuPreez
Sent: Tuesday, August 08, 2000 4:42 PM
To: Heads of Department; Heads of House
Subject: OPEN DAY

A chart will go up soon and we'll need your responses promptly to co-ordinate the day effectively. Some early pointers to preparation.

- 1) We'll have all staff, except some sports coaches, here for approx 4 hours.
 - 2) Most of the students will be here and we need to occupy them effectively
 - 3) We'll need as wide an involvement of staff as possible to accommodate all the students..static displays will not be enough on their own.
 - 5) Activities inviting to visitor participation would be great..sciences have some good demo opportunities here.
 - 6) Please be innovative and interesting and encourage the support of your staff
 - 7) "Book" students early as they'll be organising timetables with their tutors for a full day
- The Head felt many aspects of last year were commendable and we should build on that. More to follow. Please start the process.