

12 November 2020

Dear Parents / Caregivers

Practice Lock Down on Wednesday 11 November

As previously indicated in our letter sent out prior to the lock down exercise, Mayfield Primary School has worked with an independent company, Harrison Tew^o, who specialise in emergency management planning for schools. The procedures implemented allow us to respond safely and quickly to a range of circumstances.

Our entire school, including our students, have all participated in training sessions and the response and interaction was very positive.

On 11 November 2020, we conducted a school-wide lock down exercise under the guidance of Harrison Tew. We are pleased to inform you that our students responded safely, maturely and with a nature of controlled urgency. The lock down is now a part of our emergency procedures. We will be implementing emergency protocol exercises regularly to ensure all staff and students remain familiar with our processes.

Should you hear of a lock down or evacuation at the school, may I please ask that you do not attend the school or phone as we will not be able to respond. Your presence or contact may make it more difficult for us or the emergency services to manage a situation. Any information pertaining to an emergency occurring at the school will be updated as regularly as possible.

We believe that these procedures that we conduct for lock downs and evacuations should be deemed in a positive light as it places us in excellent stead should one occur. It is important that we practice our lock down drills as we don't want our first lock down to be the real one.

We thank you for your support.

Kind regards



Dubs Rai

Principal
Mayfield Primary School