**Mayfield School**
12 Pearl Baker Drive, Otara
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NEW ZEALAND

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Relationships Whanaungatanga
Resilience Manawaroa
Responsibility Takohanga
Respect Whakaute

Thursday 5th November 2026

Dear Parents

Today on Thursday 5th November 2026, we practised our emergency procedures under the guidance of Harrison Tew, who specialise in emergency management planning for schools and educational facilities.

The procedures we follow allow us to respond safely and quickly to a range of situations.

We are pleased to inform you that our practise today went very well with our students responding safely and calmly.

During the year we will continue to practise our emergency procedure exercises to ensure all staff and students remain familiar with them.

Should you become aware of a lockdown or an evacuation at the school, can 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 on our website as regularly as possible.

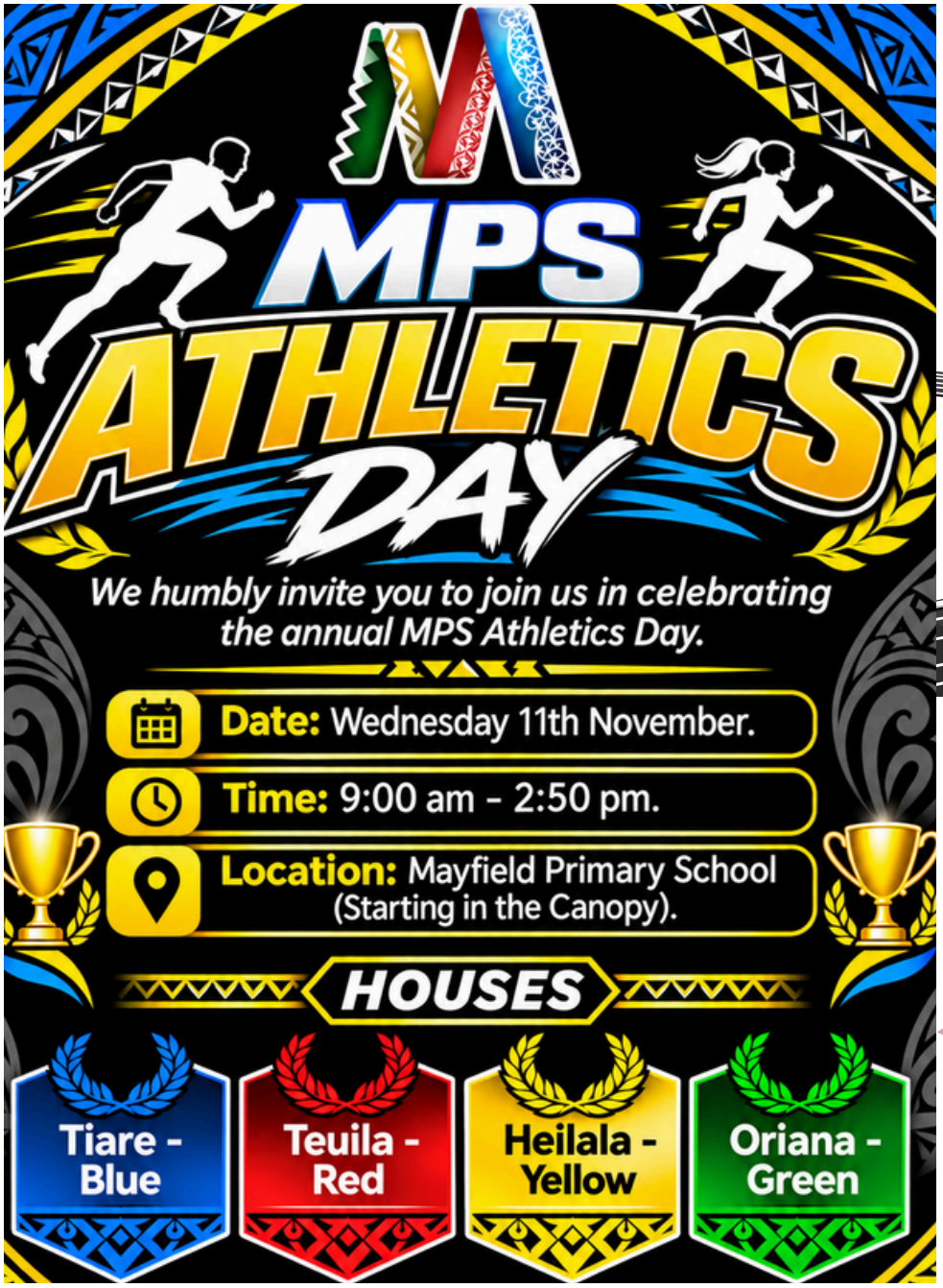
We believe that it is important that we conduct regular practices for lockdowns and evacuations so that we can all be well prepared and familiar with our procedures should an emergency occur.

We thank you for your support.

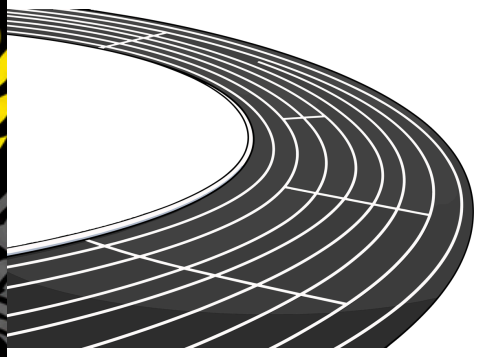
Kind Regards,

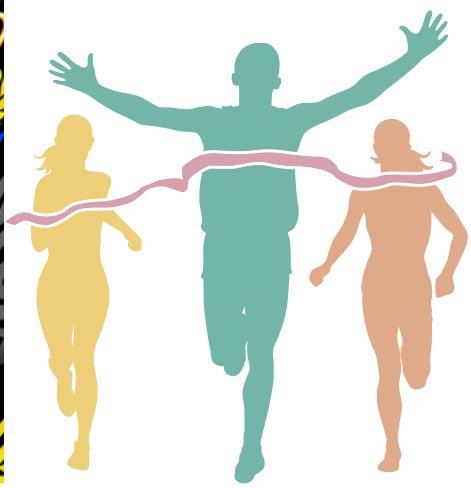
M. R. MacShane

Meritiana MacShane
Principal







**Malo e lelei to all our Tongan Fāmili,**

Please join us for a fakatalanoa next Wednesday 11th November at 3:00pm in Room 8 - next to the library, in the new classrooms.

Mālo ‘aupito.