Mayfield School
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NEW ZEALAND

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Relationships Whanaungatanga
Resilience Manawaroa
Responsibility Takohanga
Respect Whakaute

Monday 2nd November 2026

Dear Parents/Caregivers,

Practice Lock Down on Thursday 5th November 2026.

As part of keeping ourselves safe we need to be able to respond safely and quickly to a range of emergency situations.

We work alongside an independent company, Harrison Tew, who specialise in emergency management planning for schools and whose procedures have been successfully implemented in hundreds of schools throughout New Zealand.

As part of maintaining our emergency procedures in our school, specialised training is being conducted with our senior leadership and staff from Harrison Tew.

The students will also receive information on how to respond in a n emergency directed at their respective age groups from either their teacher or Harrison Tew.

We will then be conducting a lockdown exercise under the guidance and support of Harrison Tew.

Prior to this occurring, may I please remind all parents and caregivers to ensure your contact details (mobile phone numbers and email addresses) are current as this will be our communication with you should an emergency occur at the school.

In a genuine incident, 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 at or contact with the school will make it more difficult for us to manage the situation and could potentially place your children and yourself at risk.

We thank you for your support.

Kind regards,

Meritiana MacShane

Pule a'oga/Principal
Mayfield Primary School