

**Whanau and Friends of Kingsford**  
**Tena koutou, tena koutou, tena koutou**  
**katoa,**

**Talofa lava, Malo e lelei, Kia orana,**  
**Fakalofa lahi atu, Namaste, Croeso.**

A big welcome to Margaret, Nyla Marie, Kayleigh, Sepi and Fonua who have just started on their educational journey at Kingsford School. I wish you all the very best as you become part of the Kingsford whanau.

## **IMPORTANT NOTICE**

### **LOCKDOWN EXERCISE**

Recently, Kingsford Primary School engaged the services of an independent company, Harrison Tew<sup>®</sup>, who specialise in emergency management planning for schools. The procedures developed by Harrison Tew allow us to respond safely and quickly to a range of circumstances.

As a component of the implementation of the emergency procedures into our school, specialised training is being conducted with senior leadership and our staff. The students will also receive training directed at their respective age groups from Harrison Tew<sup>®</sup>. This training will take place on **Monday 16th August 2021**.

The training consists of a low key but detailed approach to potential threats and has been successfully implemented in hundreds of schools throughout New Zealand. After the training, we will be conducting a lockdown exercise under the guidance and support of Harrison Tew<sup>®</sup>.

The exercise will be as real-life as possible, which will mean that parents/families will receive notification by email/school app.

The information passed on will emphasise that this is an exercise/practice and will explain that all updated information will then be posted on the school website.

In a genuine incident, should you hear of a lockdown or 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 at, or contact with, the school may make it more difficult for us to manage the situation and could potentially place your children and, in fact, yourselves at risk.

We thank you for your support.

### **Policy Review**

As part of the Board of Trustees on-going cycle of review, the school's policies that we are looking at in Term 3 2021 are Behaviour Management and Concerns and Complaints

This review is primarily for the policy topic, Concerns and Complaints but we also encourage feedback for Guidelines for Raising Concerns, Formal Complaints, and Investigate a Formal Complaint.

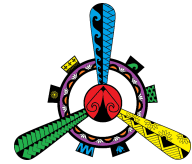
We encourage parents/caregivers to be involved in this review. To participate please use the following instructions:

1. Visit the website <https://kingsford.schooldocs.co.nz/1893.htm>
2. Enter the username (kingsford) and password (raglan).
3. Follow the link to the relevant policy as listed.
4. Read the policy.
5. Click the Policy Review button at the top right-hand corner of the page.
6. Select the reviewer type "Parent".

# Kingsford Primary School

54 Raglan Street, Mangere East  
Ph 275 9447 Fax 275 7315

Newsletter No 13: 13<sup>th</sup> August 2021



7. Enter your name (optional).
8. Submit your ratings and comments.
9. If you don't have internet access, school office staff can provide you with printed copies of the policy and a review form.

## REMINDERS

Saturday netball team prize giving **10am – 1.30pm Saturday 21<sup>st</sup> August** at Moana Nui a Kiwa Mangere Leisure Centre

Stardome trip – **Tuesday 7<sup>th</sup> September** for Year 2/3

Nga mihi

Chris Williams  
Principal