



INFORMATION FOR VISITORS

Chief Executive Officer

Mike Sidebottom

2023-2024



A Warm Welcome to Our Visitors

Thank you for your contribution to the smooth running of the school

THE ROLE OF SUPPLY STAFF

Supply teachers and teaching assistants are essential to the smooth functioning of the school. We rely upon you to ensure that in the absence of our staff the educational programme continues. In order to achieve consistency, we would ask that the following procedures be followed:

Teachers should

- start the session by taking a register, a generic log on is available for supply staff
- work should have been set by the class teacher
- collect the work and resources in at the end of the day and ensure that the room is tidy

CONTACTS YOU MAY NEED

Head of School:	Dawn Evans
Deputy Head	Catherine King
Senior Business Manager:	Emma Knight
Assistant Headteachers:	Jenny O'Neill (Monday to Friday)
	Lyndon Haworth (Wednesday, Thursday, Friday)
	David Hartley (Monday to Friday)
	Julie McAllister DSL (Monday to Friday)

CHILD PROTECTION

If you have a Child Protection concern you should inform the Designated Safeguard Lead, Julie McAllister and in her absence Dawn Evans or Rachel Podmore. The LA Safeguarding Lead Professional is Lisa Kelly.

SCHOOL VISITORS AND SAFEGUARDING

Safeguarding measures are in place for any adult visitor who is not employed directly by the school (whether paid or unpaid). All visitors must report to the main reception. No visitor is permitted to enter the school via any other entrance under any circumstances. At reception, all visitors must state the purpose of their visit and should be ready to produce formal identification on request. They will be asked to sign-in. A visitor's badge, displayed in a school lanyard, must be worn at ALL times whilst the visitor is on site and it must remain visible throughout their visit.

Visitors with appropriate DBS and ID checks, will be issued with a green lanyard and those without DBS checks with a red lanyard. **Red badge visitors will never be unaccompanied.** Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive their visitor. The contact will be responsible for their visitor while they are on site. The visitor must not be allowed to move about the site.

DRESS CODE

Across all our Woodbridge Trust sites and College, staff are asked to dress in a way that promotes our Trust as a highly **professional** organisation.

The way in which our staff dress should therefore be, of a **professional** nature and reflect a positive **professional** image. Staff should set standards as role models for our children and students both in school and in the wider community.

We require that you wear **professional**, smart clothing with suitable footwear.

We please ask that you refrain from wearing clothes that are inappropriate in any **professional** setting eg strappy or low cut tops, hoodies, casual shorts, short dresses /skirts, combat / cargo trousers, denim or any clothing with large slogans.

Staff are required to wear appropriate footwear and clothing particular activities eg for P.E. / DofE 'expeditions' / gardening etc.

If you do decide to wear a certain shoe type that may not be deemed suitable then this is based on your own assessment of the risks however, flip flop, sliders, crocs and any other beach type shoes must **not** be worn.

Across Woodbridge Trust staff need to balance looking smart whilst also being able to perform the many practical and physical tasks that are involved in their role

Clothes that should not be worn are:

- vest tops
- strappy dresses
- shorts – of any length
- transparent items
- leggings, jeans or clothes made of jean material regardless of colour.

Also

- Underwear should not be on show or gaps in clothes to reveal midriffs
- Hair styles should not be extreme in cut or colour
- Facial or visible body piercing should be removed unless small and discrete
- Tattoos should be covered from view as much as possible.
- Jewellery that may cause injury to the staff or student (eg sharp objects / dangling objects that can be pulled)
- Finger nails (either real or acrylic) should not be excessive in length and not have pointed tips. Stick on nails or equivalent are not allowed
- False eye lashes – semi-permanent individual lashes are permitted however 'party' and 'strip' lashes are not allowed
- Smart watches / 'fit-bits' should only be used in their capacity as a watch and not any other smart phone technology. All notifications must be turned off during class time.

THE SCHOOL DAY

Registration	9.00am to 9.30am	Period 1	9.30am to 10.30am
Break	10.30am to 10.45am	Period 2	10.45am to 11.45am

Lunchtime teaching period (45 mins) 11.45am to 12.30pm
Plus, lunch time recreation/clubs (45 mins) 12.30pm to 1.15pm

Period 3	1.15pm to 2.05pm	Period 4	2.05pm to 3.00pm
End of school and boarding transport			3.15pm to 3.30pm

Friday School Assemblies:

1.30pm KS3 Hall
2.00pm KS4 Hall
2.15pm 6th Form Dining Room

FIRE ALAM – EMERGENCY PROCEDURES

- The evacuation procedure and plan of the school are displayed in every classroom. Please familiarise yourself with the information provided and establish your means of escape
- If the fire alarm sounds, please evacuate the room in an orderly manner, escorting the pupils to the outside of the building by the nearest exit. Each ground floor classroom has its own fire exit which leads out onto the Fire Evacuation Meeting point. Adults and pupils on the upper level should use the fire escape stairs. Adults and pupils in wheel chairs will be brought to the ground floor in an appropriate lift
- Adults and pupils should assemble quietly at the designated point, **on the Bus Park**

- Registers will be brought to you
- Take the register, if any pupils are missing notify the person in charge
- Wait for further instructions quietly
- You must not re-enter the building until instructed that it is safe
- If you are a visitor in school, please follow the instructions of the member of staff you are with.

FIRST AIDERS

Mel Aldred, Cassie Deveraux, Daniel Evans-Tomkinson, Lyndon Haworth, Barbara Kunik, Tracey Laycock, Catherine Leeson, David Longworth, Jo Lowe, Katie Mann, Rebecca Morris, Phil O'Neill, and Karen Wood

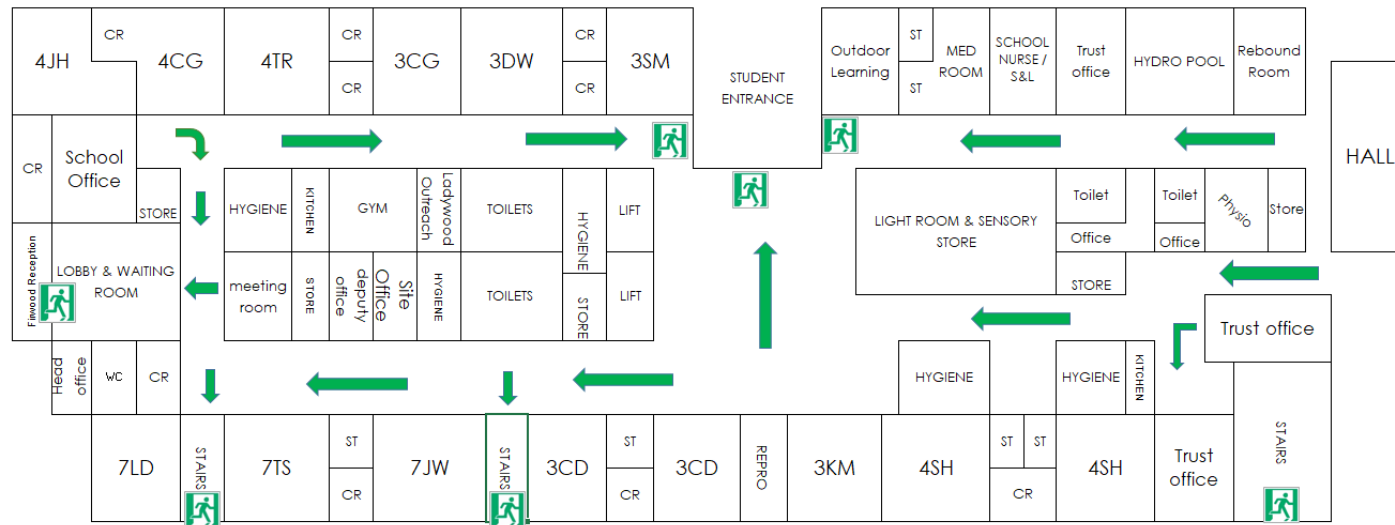
MEDICINES IN SCHOOL

Pupils' medicines are stored securely in the Medical room. Medicines are administered by trained personnel only ie. the school nursing team when they are on Site or in their absence, a member of SLT or other nominated person who has been trained to administer medication and is deemed competent, in some cases inhalers are stored securely in classrooms for specific pupils. Inhalers should accompany pupils on trips, during PE and during an emergency evacuation procedure.

POSITIVE BEHAVIOUR POLICY

Some pupils at Firwood can display challenging behaviours. These pupils are identified and staff, parents and pupils use an Individual Behaviour Plan to ensure positive behaviours are modelled and promoted at all times

LOWER LEVEL



UPPER LEVEL

