



Visitor Guidance (inc. Contractors and Supply Staff) Academic Year 2026.27

**School Office -
Open 8am-4pm**

- 1

Please report to the Office Team the name of the member of staff you are meeting and sign in.
- 2

You will be asked to provide identification inc. DBS, unless you are a regular visitor and we have already seen your identification.
- 3

Visitors will be given a visitor's badge which must be visible to staff at all times. If you are not recognised and your badge is not visible, you will be politely asked by staff to go with them to the main reception.
- 4

Supply Teachers will be provided with a login in for the class computer; register will be taken as a hard copy.
- 5

The school office is a cashless environment. Let the office know if you would like to purchase a school meal.
- 6

Visitors (excl. Supply Staff) must stay with their host throughout their visit. Visitors must sign out at the office at the end of their visit.

Safeguarding

- 1

DSL: Fiona Keogh
DDSL: Jackie Garner & Nimesha Nagahawatte
- 2

Should a child make a disclosure, first reassure the child and keep notes of what is said. Explain to the child that you are duty-bound to share information with the DSL.
- 3

Complete a pink Safeguarding referral form, available from the office and staff room.
- 4

Only ever take photos/videos of children using school devices only. Permission must be sought from school staff.
- 5

It is strictly prohibited for all staff to use their phones in areas where children are present or while working.
- 6

Smart glasses (and other wearable recording devices) are not permitted on site for pupils, parents, visitors or staff. This risks safeguarding, privacy and data protection.



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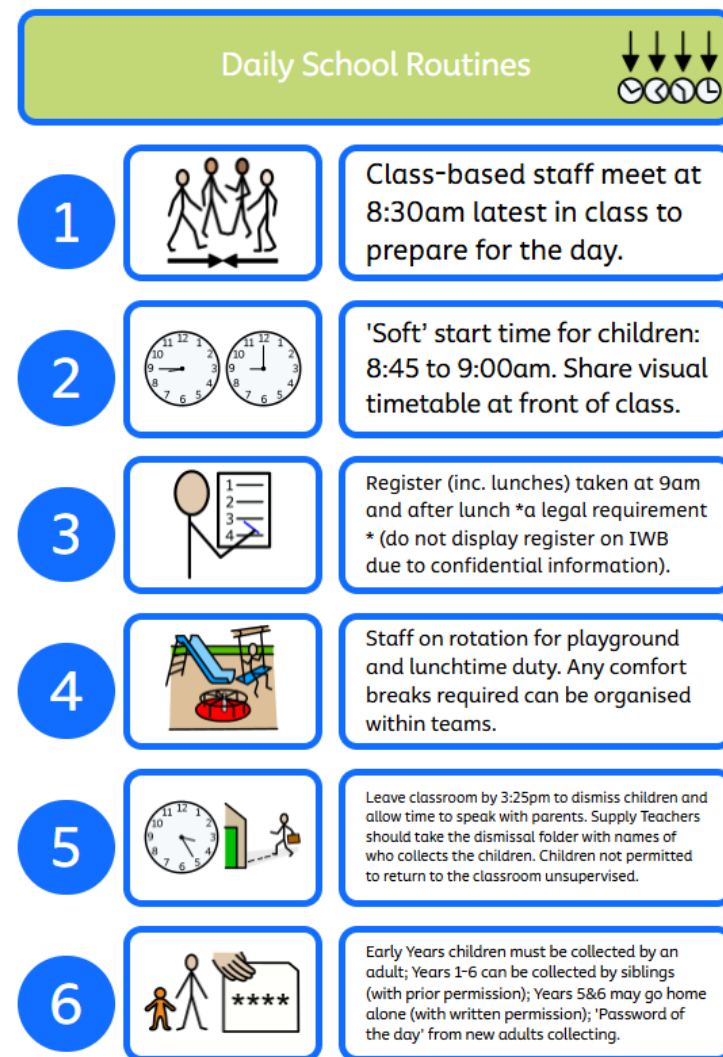
	<u>Drop-off time 'Soft start'</u>	<u>Pick-up time</u>	<u>Entry/Exit Points</u>
Nursery (Moonstone) Reception (Sunstone)	Drop-off: 8:45-9:00am Pick-up: 3:30pm Enter through the large black gate, walk through the playground to the Earl Years garden and into either the Nursery Moonstone classroom or Reception Sunstone Classroom.		
Pearl Class (Specialist Class)	Drop-off: 9:00am Enter through the large and small front gates and Parents escort their children through the Bottom Hall to Pearl Classroom. Pick-up: 3:30pm All Parents go directly to Pearl Classroom to collect their child. This also applies if children are collected early.		
Crystal Class (Specialist Class)	Drop-off: 8:45-9:00am Enter through the large front gates to meet staff in playground - staff escort children up the stairs to the Middle Hall to Crystal Classroom.		
	Pick-up: 3:30pm Parents collect children from the main School Office.		

Year 1 (Topaz) and Year 2 (Emerald)	Drop-off: 8:45-9:00am Enter through the large and small front gates where Parents drop-off their children; Children walk through the Bottom Hall to their classroom.  Pick-up: 3:30pm At home time, children will exit their classroom through the small gate at the side of the school (street level). A member of staff will be at the door. 
Year 2 (Diamond)	Drop-off: 8:45-9:00am Enter through the large and small front gates where Parents drop-off their children; Children walk through the Bottom Hall to their classroom.  Pick-up: 3:30pm Diamond Class exits through the door in-between the toilets in the playground. 
Year 3 (Sapphire) Year 4 (Jet)	Drop-off: 8:45-9:00am Enter through the large black gates where Parents drop-off their children;



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	Children go directly upstairs to the Middle Hall and to their classrooms.  Pick-up: 3:30pm At home time, these classes will line up in the playground near the staircase by the office:  Parents must wait while children inform teacher their parent is here.
Years 4 & 5 (Ruby) Years 5 & 6 (Amber) Years 5 & 6 (Opal)	Drop-off: 8:45-9:00am Enter through the large black gate and children go to the staircase by Early Years and walk upstairs to the Top Hall and to their classrooms.  Pick-up: 3:30pm At home time, these classes will line up in the playground near the staircase by Early Years. Parents wait across the playground. 



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Behaviour and Conduct (1)



1



We have a Behaviour and Relationships Policy which should be followed.

2



Use praise and Class Dojos for reward systems.
We do not draw sad faces with children's names underneath on the board.

3



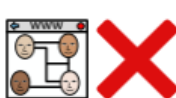
Children should not lose their entire playtime. Please refer to the schools' Behaviour and Relationships Policy / speak to a member of staff for more information

4



Do not intervene physically (or restrain) except in an emergency, where a child would be at risk of harm were you not to do so. Call for help if you are in difficulty.

5



Adults in school are role models for children. Relationships between adults and children should be appropriate to their roles. Professional boundaries must be maintained at all times. All staff, must not give out personal details and should never exchange emails/text messages/communicate with children via social media.

6



Photographs should not be taken unless agreed in advance for professional purposes and with the authority of school staff contact and parental consent.

Behaviour and Conduct (2)



1



Mobile phones should be switched off or silenced while in school. The exception to this is in the case of any emergency where agreement has been sought from the host/SLT.

2



The Headteacher/Deputy Headteacher and School Business Manager will be on-site everyday.; First Aiders are on-site across the school.

3



This school has a zero-tolerance approach to sexual harassment in the workplace and is committed to acting to prevent and act upon all reported sexual harassment. Our culture is based on mutual respect, trust and togetherness and sexual harassment is a serious violation of those principles.

4



Adult toilets are on the ground floor, middle floor and the top floor. A member of the Office Team will unlock the toilet for visitors.

5



The school has no parking facilities during term time. During school holidays, contractors may park in the school's playground, however you must inform the Premises Manager in advance. Any vehicles parked on-site are left at your own risk. The school will not take responsibility for any damage or stolen items whilst you are parked on site.

6



Smoking is not permitted on the school site.



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Evacuation Procedure



1



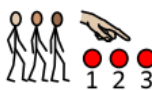
When alarm sounds, all staff should lead children to the nearest fire exit.

2



Evacuate building and assemble in Football Pitch / Pirate Ship.

3



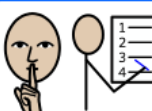
Class line up and Teacher counts children.

4



Office Team will bring registers to each class.

5



Children must remain quiet as register taken. Children sit down when name is called.

6



Teacher raises hand when register completed. Wait for 'All Clear' before re-entering building.

Calm Classrooms



1



Follow instructions

2



Listen to others

3



Use a calm voice

4



Stay seated
Ask permission to leave your seat

5



Be ready to learn

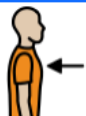
6



Keep hands and feet to yourself

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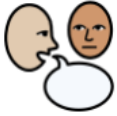
Wonderful Walking 		
1		Walk smart
2		Stay to the left
3		Hands to yourself Give each other space
4		Quiet voices
5		Look where you are going
6		Hold the door for the person behind you - have good manners!

Legendary Lining Up 		
1		First bell - stop
2		Second bell - walk
3		One behind another
4		Face direction of travel
5		Walk silently
6		Points = extra play

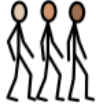


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Positive Playground

-  Hands to yourself
-  Look after equipment
-  Play games in appropriate areas
-  Solve problems calmly
-  Be aware of others
-  Ask an adult for help

Lovely Lunchtimes

-  Line up quietly
-  Say 'Please' and 'Thank you' when served
-  Walk back to your seat
-  Chew with mouth closed
-  Enjoy conversations with indoor voices
-  Tidy away your tray and table



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Site & Security



1



Sign in and out of the main office, daily.

2



All staff, visitors and volunteers must wear ID lanyard or badge.

3



Inform the Headteacher and Office of any expected visitors, to add to the briefing.

4



Lockers are available to keep personal possessions in safe keeping.

5



Bikes and scooters should be secured in the bike racks.

6



No valuable or confidential material should be left unattended at any time.

Health & Safety



1



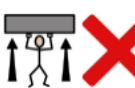
Sign in and out of the main office, daily.

2



Report cleaning and premises issues to George and Sajna.

3



DO NOT attempt to lift, pull or move heavy objects alone.

4



Discourage children climbing fences/gates/tables in school.

5



Consider health & safety for DT, Art and PE lessons (equipment and allergies).

6



DO NOT carry hot drinks in lessons/assemblies/playground duties.

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Medical Information



1



First aid kits stored in: Classrooms, Halls, First Aid Room, Playground, School Office and School Kitchen.

2



If not first aid trained, take child to a First Aider (posters visible in school).

3



SLT must authorise before child goes home due to injury/illness.

4



Accident form (paper or on Medical Tracker) must go home on the same day.

5



Head injuries require a courtesy phone call home by the First Aider who treated the injury.

6

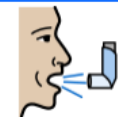


If child/adult has a serious injury in school and/or needs to go to A&E following an accident, an online AIR form must be completed in the School Office.

Medical Information (2)

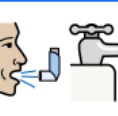


1



Keep asthma pumps in classroom and take with child to PE, swimming + trips.

2



Wash and air-dry asthma spacers every Friday.

3



Pupils with allergies must wear a lanyard during lunchtime, clearly displaying food allergies.

4



If a case of headlice is detected, send letter out to parents of class for advice.

5



Display individual care plans in class for staff i.e. cupboard doors.

6



If a parent requests medicine administration whilst the child is at school, refer them to the School Office where they should fill in Form 3A.



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Contractors (1)



1



As much as is possible, contractors will be asked to work when children and staff are not on site – mornings, evenings and weekends. If this cannot be arranged, either children will be cleared from the area being worked in and/or the Premises Manager George will accompany the contractor.

2



All areas with contractors completing works will be sealed off so staff and children can be located elsewhere.

3



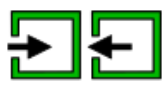
The Premises Manager, as always, will supervise all contractors.

4



Only necessary contractors will be allowed on site, and approved/authorised by managers (G4S/SBM/Headteacher), risk assessments must be sent by contractors and reviewed, and works/visits agreed/authorised before the works/visits commence.

5



Entrances and exits must be kept clear and unobstructed. Visibility panels in doors must not be covered. Fire doors must not be propped open or locked during school time. Smoke alarms must not be covered.

6



Flammable substances should not be used when children are in school. Their presence in the building should be cleared with the Premises Manager, who is responsible for ensuring that they are correctly stored.

Contractors - Accidents (2)



1



Any contractor accidents must be reported to the Premises Manager and the appropriate paperwork must be completed.

2



Should you require First Aid, there are qualified First Aiders on site (see posters around the school).

3



All accidents will be recorded in the Office. The full AIR (Accident and Incident Report form) accident form must be completed if the accident leads to treatment in hospital.

4



Serious accidents must be brought to the attention of the Headteacher or Deputy Headteacher, who will decide on further action, including the completion of any other reports.

5



The school has no parking facilities during term time. During school holidays, contractors may park in the school's playground, however you must inform the Premises Manager in advance. Any vehicles parked on-site are left at your own risk. The school will not take responsibility for any damage or stolen items whilst you are parked on site.

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