



Opening Doors, Enriching Lives

SCHOOL DAY

Children arrive at school between 8:40 and 8:50

Registration 8:50

First lesson starts at 9:00

Early Years Lunchtime 11:30 – 12:30

Key Stage 1 Lunchtime 12 – 1:00

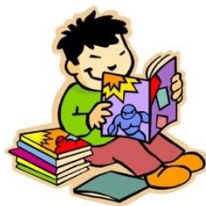
Key Stage 2 Lunchtime 12:15 – 1:15

End of the Day

Early Years (PS and Reception) 3:05

Year 1 and 2 – 3:10

Key Stage – 3:15



**WE HOPE YOU
ENJOY YOUR STAY
WITH US
AT TANFIELD LEA
COMMUNITY
PRIMARY SCHOOL**

WELCOME TO TANFIELD LEA COMMUNITY PRIMARY SCHOOL



Opening Doors, Enriching Lives

IMPORTANT INFORMATION FOR VISITORS

**Your safety, as well as the
safety for the children in this
school, is of paramount
importance to us – please
take a few moments to read
the contents of this leaflet.**

School Values

Our school values are:

- Turn Up
- Learn
- Care
- Persevere
- Shine

Thank you for helping us
to achieve these goals.

FIRE PROCEDURE

We would like to bring your attention to the 'Emergency Plan in case of FIRE!' notices which are on classroom doors.

If you hear the fire alarm whilst visiting these premises, you must leave the building by the nearest exit. You should make your way to the assembly point on the playgrounds.

Lower School Yard, Upper School Yard

A member of our Admin staff will be there to ensure all visitors who are signed in the visitors' book have left the building safely.

A 'NO SMOKING' POLICY OPERATES ON THESE PREMISES.

DRESS CODE

Adults should be dressed in a smart and suitable manner. Please ensure clothing and footwear are appropriate and safe, bearing in mind this site has steps/stairs and floors with different surfaces.

MOBILE PHONES

Mobile phones should NOT be switched on whilst working in classrooms with children.

If you do need to make a call using your mobile phone then please use your break time and do this in an area away from children.

You should not photograph any children unless you have gained permission from their class teacher or the Head Teacher.

In case of emergency, calls can be directed to the school office 01207 234500

DISCLOSURE BY A CHILD

If a child should make a disclosure of any kind which you feel should be reported, e.g. because of child protection implications, then you should report this to the Designated Person for Child Protection, which is the Head Teacher.

In their absence the incident should be reported to the Deputy Head Teacher or other designated person as noted on signs around school.

If an allegation is about the Head Teacher, the Chair of Governors should be informed.

CONFIDENTIALITY

We wish to foster an ethos of trust within the school. We like to reassure children that their best interests will be maintained.

Confidentiality is a whole school issue and in lessons ground rules should be set for the protection of all.

Anyone spending time in school must realise that ALL information is private, it should NEVER be discussed outside of school and should only be shared with those staff who have a need to know.

SAFEGUARDING

Please ensure that where you are working is safe for both yourself and the children and any activities have relevant risk assessments. If in doubt, please speak to the class teacher.

We are a large site with two buildings and children are able to move freely between both buildings. All external gates must be locked when the children are in school.

You must not let anyone into the building, only a member of staff can do this.

All visitors working regularly with children must have appropriate DBS checks in place before being allowed into school.

IT: Any information on school IT hardware cannot be removed. Visitors must seek permission from the school to use their own hardware or memory sticks.

Please check with a Technician or a member of staff.