

# Alwyn Infant School Visitors Handbook

2014/2015



*As the roots spread so the tree grows*

Dear Visitor

Welcome to Alwyn Infant School. Please take time to read this handbook as it contains particularly important information regarding the safeguarding of children, school procedures and expectations for everyone on our site. It serves as a general introduction to the school and should help answer some of the questions which arise.

We hope you will be very happy here and find your time with us a rewarding experience. Whatever your role within the school you will play an important part developing and extending children and helping us achieve the aims of our school. Of course, all staff members will be happy to help you so we expect you to ask if there is anything you feel you need to know.

We look forward to working with you.

Best wishes,

Nicky Cale  
Headteacher

Useful information:

Alwyn Infant School  
Mulberry Walk  
Maidenhead  
SL6 6EU  
01628 622477

Email: [office@alwyn.org.uk](mailto:office@alwyn.org.uk)

Website: [www.alwyn.org.uk](http://www.alwyn.org.uk)

|                     |                              |
|---------------------|------------------------------|
| Headteacher:        | Nicky Cale                   |
| Deputy Headteacher: | Kirsty Grierson              |
| EYFS Leader:        | Wendy Harris                 |
| Year 1 Leader:      | Michela Evans                |
| Year 2 Leaders:     | Julie Wallin/Kirsty Grierson |
| Chair of Governors: | Maxine Wood                  |
| School secretary:   | Rhonna McCarthy              |

Alwyn is a large 4 form entry infant school with over 300 children on roll. There are currently 4 Reception classes, 4 Year One classes and 4 Year Two classes. The building is modern, of a semi open plan design, has a large hall space in the centre and designated work areas close to the classrooms. There is a main playground and a smaller enclosed area with 'magic grass'.

The school provides an attractive, stimulating and well-resourced environment which gives all the children a positive learning environment.

We offer a range of extra-curricular activities before and after school.

## **AIMS OF OUR SCHOOL**

### **Alwyn Aims:**

- Keep my hands and feet to myself
- Look and listen
- Be careful and kind
- Always do my best

### **Alwyn Core Values**

We will all:

- Do our best
- Respect everyone
- Learn and grow together
- Share, care and value each other
- Look after ourselves
- Take pride in our school
- Celebrate our achievements and successes
- Enjoy challenge
- Have fun!!

### **General Information for visitors**

The sign-in book is located by the school office. Please sign in and out of the building so we are aware of who is on-site at all times. Mrs McCarthy in the school office will be able to direct you to your required area of the school.

The staffroom and adult toilets are located in the entrance hall by the main school office. The hall can be accessed directly from the entrance area.

### **ACCIDENTS/FIRST AID**

All school staff are first aid trained so your allocated staff member must be told of any accident or bumps that a child has during their time with you. They must also be informed if a child tells you that they feel unwell.

#### **Minor accidents:**

Details of any accident requiring first aid should be entered, by the allocated member of staff, in one of the First Aid books obtainable from classrooms, medical area or outside the headteacher's office and a **yellow slip** handed to the class teacher or the parent, depending on the time of day.

## **HEAD INJURIES/HEAD BUMPS:**

Head injuries are taken very seriously in school as they may result in delayed complications. **All head injuries/bumps (no matter how small) must be reported to a member of staff.** The member of staff will then record the injury and complete a **red slip** to be handed to parents/carers at the end of the day. If the red slip is not sent home, a follow up call should be made to ensure the parent/carer knows that their child had a head injury. A member of the senior leadership team will also be asked to check the child.

First Aid supplies will be found inside the wall cupboards by the pupil toilets. Only members of staff are permitted to deal with an injured/sick child.

**If an accident occurs, do not leave the site, without consulting with a member of staff. Never leave other children unsupervised. Send for help if necessary.**

### **ALSO:**

Earrings are not to be put in or removed. Earrings, other than plain studs, to be covered with hypoallergenic tape for PE.

Teeth not to be touched.

Splinters not to be removed.

If in doubt, ask for help and advice from a member of staff.

## **BEHAVIOUR MANAGEMENT**

The expectation is that children will behave and follow the Alwyn Aims. The use of praise is a valuable motivator and a good way of encouraging positive behaviour. If a child is misbehaving while with you, remind the child of the school expectations and aims. If they continue to behave inappropriately ask a member of staff for support as you are not expected to deal with this on your own.

## **CAR PARKING**

We have limited spaces in the two school car parks; one adjacent to the school and the other is a little way up the road. If necessary, please park safely and legally on roads near to the school with due regard for the driveways of residents.

## **CHILD PROTECTION/SAFE GUARDING**

The headteacher is the co-ordinator for all aspects of child protection within the school and her main consideration is the welfare, well-being and safety of all our children. The school has guidelines and procedures for dealing with issues related to the safety and well-being of our children. Please read the Child Protection Policy (you will find it on the website). The deputy headteacher should be consulted if the headteacher is not in school. If a child reveals anything to you or you see something that gives you cause for concern, report it to a member of staff.

### Social Media/Information

Visitors and staff working with children should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking sites such as MySpace, Facebook, Twitter and blogging. Even if a pupil seeks to establish social contact, or if this occurs coincidentally, the adult should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the adult in a very vulnerable position. Adults must not give their personal details such as home/mobile phone number or e-mail addresses to pupils. Neither must they ask for such information from pupils.

### Photography and Video

Visitors to school should NEVER photograph or video children unless asked to do so by the class teacher and they should only ever use school equipment to do so. Your own camera, phone or other device must never be used to take photographs in school.

## **CLOTHING AND CONDUCT**

Adults are seen as role models and, as such, should always give careful consideration to how they dress and act. Staff, volunteers and visitors must ensure they are dressed appropriately for the tasks they undertake. Mobile phones are not allowed to be used in school, only in the foyer and staffroom.

## **CLUBS**

A variety of clubs take place before school, lunchtimes and after school. School staff are expected to help see the children out at the end of an afternoon club on a rota basis. Each club will have an allocated member of staff who will help supervise the children and be available to answer any questions you may have.

## **CONFIDENTIALITY**

All volunteers and visitors in school must appreciate and respect the need for complete trust and confidentiality. Confidential and/or personal information about a pupil or her/his family must never be disclosed to anyone other than the appropriate people in school.

## **CRB/DBS (Disclosure and Barring Service)**

Our regular volunteers/visitors will need to undergo a DBS check. This will need to be shown to Mrs Carthy, who may take a copy for the school records.

Additional photographic proof of identification will also be required, such as a driving license or passport.

## **LOST PROPERTY**

We expect children's clothes to be named. The lost property box is located in the main entrance hall.

## **SAFE PRACTICE**

All visitors need to ensure they put themselves and the children they care for at minimum risk at all times. In general this means that you should not ask children to carry heavy or dangerous items or to complete tasks which they themselves would not normally carry out due to health and safety or other risks.

No volunteer should attempt to reach objects above head height, without standing on a purpose built support, accompanied by an adult. When working above head height legislation restricts working practices to ensure the individual's safety. These rules should be strictly adhered to.

If you spot an electrical item which is faulty, please also report this to a member of staff.

## **LETTERS TO PARENTS/CARERS**

All/any letters must be agreed by the headteacher/deputy headteacher prior to being given to the children or their parent/carer.

## **SECURITY**

The front door has an access code. Only members of school staff have the access code. Please ensure that you are security conscious ensuring the main door is securely closed upon entering and leaving the building.

School Gate timetable:

|      |  |
|------|--|
| 7.30 | Open car park and front door for staff   |
| 8.40 | Open gates and school doors for the children   |
| 9.10 | Lock all gates   |
| 3.05 | Open school gates  |
| 3.40 | Lock all gates and doors except main access points for staff<br>(Fire doors all open outwards) |

School security lighting and CCTV is regularly checked and maintained. The alarm system is regularly serviced.

Children are only allowed to leave school with their parent/carer/authorised adult who must be aged 16 years or older. Only a member of staff is allowed to hand children to their parent/carer/authorised adult at the end of the school day/session.

Remember, if in doubt, ask!  
Thank you.