



## **Visitor Information**

Please take the time to read through this booklet as it contains important information regarding the safeguarding of our children, school procedures and expectations for our visitors on site.

### **Key Information**

**Address:** Cornwall Road, Scunthorpe, DN16 3AW    **Telephone Number:** 01724 843601

**Email:** [admin.tgps@northlincs.gov.uk](mailto:admin.tgps@northlincs.gov.uk)    **Website:** [www.tgps.uk.com](http://www.tgps.uk.com)

**Headteacher:** Miss F Mawson

**Deputy Head Teacher:** Mrs L Knowles

**Designated Safeguarding Leads:** Mrs Knowles and Mrs C Hempstock

### **The School Day and Class Information**

#### **Nursery (FS1)**

08:45 to 11:45

#### **Reception (FS2) to Key Stage Two**

**08:35** School opens its doors to children and registration period begins

**08.45** Lessons begin and registers close for attendance

**09:15** Registers close for late attendance

**15:15** School finishes

## **Safeguarding and Welfare**

The Grange Primary School is committed to safeguarding and promoting the welfare of all our children and families.

For the safety of our pupils and for Health and Safety purposes, please sign in and out at the Reception and ensure that you have printed off an identity sticker and that it is visible and worn in a lanyard at all times throughout your visit. Before working alongside our pupils you will be required to provide a valid DBS certificate.

The Designated Safeguarding Lead (DSL) is Mrs L Knowles. The deputy (DDSL) is Mrs C Hempstock. Any safeguarding concerns should be reported to Mrs L Knowles or Mrs C Hempstock in the first instance. If they are not available, please see either our Headteacher Miss F Mawson or another member of the Senior Leadership team: Mrs L Cooper, Miss K Gibbons, Miss C Crowe or Mrs E Sands.

## **Confidentiality**

All stakeholders in school must appreciate and respect the need for complete confidentiality. Confidential or personal information about a pupil and/or family under any circumstances must never be disclosed to anyone. This includes commenting on social media websites.

## **Health and Safety**

Please be vigilant around the site regarding health and safety, reporting any concerns to a member of the school office as soon as possible. It is everyone's duty and responsibility to report any issues they become aware of which may result in an accident or injury to themselves or others. The Health and Safety Policy is displayed in the Staff Room.

## **Fire Evacuation Procedures**

In the event of an emergency, please immediately leave the building via the nearest fire exit, which will be clearly identified with a green fire exit sign. In the event of an evacuation, please assemble in the playground. Assemble Point 1 for F1 and F2 is the Early Years playground and Assemble Point 2 for KS1 and KS2 is the KS2 playground. In the event of a fire, the lift must not be used. If you will require assistance, please make a member of staff aware.

## **Medical Provisions**

In the event of illness, incident or an accident, please seek the attention of a qualified First Aider by informing a member of the school office team, who will be able to assist and provide the correct medical care, as well as, any completing of relevant paperwork.

## **Personal Possessions, Smoking and Mobile Phone Usage**

Please do not leave any personal belongings unsupervised around school. Should you need to leave your personal items, please ask a member of the school Office Team to store it securely on your behalf in the school office.

Following Health and Safety regulations, smoking, including the use of e-cigarettes, is not permitted on school grounds.

The use of mobile phones are not permitted in areas accessible to children. If you do need to make a personal call, please do so in the Staff Room.

### **School Dinners**

If you would like to order a school meal, please refer to the up to date weekly menu and pricing via the school office for your options of the day. Payment for the meal can be made through the school office team. Please have orders in no later than 9:30am.

### **Toilet Facilities**

Adult toilets (including a disabled toilet) are located next to the double doors at the main reception at the front of the school. There is also a toilet located upstairs next to the Headteacher's office.

### **Access Arrangements**

If you require assistance in accessing any of the facilities in our school, please ask at the school office.

*We hope that you enjoy your visit with us!*