



Visitor Handbook

Welcome to our School

Please ensure that you take the time to read this handbook. It contains important information regarding the safeguarding of children, school procedures and expectations for visitors on our site.

A very warm welcome to Normanton Junior Academy.

We hope you have a pleasant time with us, to make your visit as rewarding as possible please refer to this handbook throughout your stay. If you do have any questions that are not answered within the handbook or you need clarification on any aspect of school life, please do not hesitate to ask a member of the office team.

Safeguarding

Normanton Junior Academy is committed to safeguarding and promoting the welfare of children.

For the safety of our pupils please sign into the visitor book at Reception, ensuring you have received a colour coded security badge. This must be worn and be visible throughout your visit. If you are working alongside the pupils you will be asked to provide a valid DBS certificate. Please remain with your host at all times unless we confirm we have had prior DBS clearance for you.

The Designated Leads for Child Protection are Mrs T Southward (Headteacher), Mr Berry (Deputy Headteacher) and Mrs C Reynolds-Browne (Pastoral Support Manager) to whom any child protection concerns should be reported, completing a red cause for concern form in as much detail as possible. Forms are available from the main office, staff room or the pastoral office.



Health and Safety

Please be vigilant around the site regarding health and safety, reporting any concerns to Mrs A Waddington (School Business Manager) as soon as possible. It is everyone's duty to report any issues they become aware of which may lead to an accident or injury.

Reporting forms can be found in red folders on the wall in all classrooms and working areas. All visitors must be willing to follow our health and safety procedures. You must also take responsibility for your own safety whilst at Normanton Junior Academy.

The School Timetable

Year 3 – Year 6	
Doors open	08.20
School begins	08.30
Assembly	09.10—09.50 ((Mon) and 08.40—09.00 (Tues-Fri)
Mid-morning break	10;50am—11:05
Lunch	12.00pm – 12.55
School ends	15.00

Fire Procedures

The office staff will have made you aware of the fire procedures whilst signing in.

In the event of an emergency, immediately leave the building by the nearest fire exit, which will be identified by a green exit sign. Fire maps are located next to the signing in book so please make yourself familiar with the route to take. Once you've left the building, please assemble on the upper key stage two playground adjacent to the container. The office staff will meet you on the playground with the visitor signing in book.



Confidentiality

All stakeholders in school must appreciate and respect the need for complete confidentiality. Confidential or personal information about a pupil or any circumstances must never be disclosed to anyone. This includes commenting on social media sites. Regular visitors in school will be given a confidentiality policy, you will be expected to sign an agreement confirming you have read, understood and will abide by the policy.

Internet usage

All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask our network manager for details.

Car Parking

We have limited spaces in the school car park which are used by staff. Please can we ask visitors to park safely and legally on the roads near to the school, with due regard for the driveways of local residents.

Personal Possessions

Please do not leave personal possessions unsupervised around school. If you are carrying a bag with you, make sure it is fully sealed at all times. If you need to leave your bag, please ask the office staff to lock it in a filing cabinet, ensuring it's fully sealed prior to locking away.

The increasing use of mobile phones as cameras means that it can be difficult to control photographs being taken. In order to safeguard our pupils, we request that **all visitors** refrain from using mobile phones for any reason. If you need to use your phone in an emergency, please do so in the front entrance area.



Smoking

Following Health and Safety regulations, smoking, including E-cigarettes, is not permitted on the school site. Please can we ask that you support us in this fundamental matter.



Medical Provision

In the event of illness, incident or an accident, qualified staff will administer first aid. Please ensure you inform a member of the office team, who will assist your needs, seek medical advice and complete the relevant paper work.



School Dinners

If you would like to order a dinner, please do so in the school office. The price of an adult dinner is £2.48 per day and is payable in advance.



Washrooms

Adult toilets are located next to the staffroom.

We have a disabled toilet which is located opposite the large ICT suit, near the Hall.



Feedback

Here at NJA we are constantly seeking ways to improve and enhance the experience stakeholders have with us during their visit. Please can we urge you to offer any feedback regarding your visit, the signing in procedure, visitor handbook and the whole school environment by speaking to, or emailing, Mrs Alison Waddington, School Business Manger, at; office@normantonjunior.co.uk. Alternatively please contact; 01924 302570.

Working together we will make a difference to the lives of our pupils.

Thank you for your cooperation.





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