

A GUIDE TO MARSHLAND ST JAMES PRIMARY AND NURSERY SCHOOL

Welcome to our school. We hope you enjoy your visit.

Please read through this guide to familiarise yourself with our procedures. If you have any questions, please feel free to ask any available member of staff.

Safeguarding

On arrival you will be required to sign in, which includes agreeing to our safeguarding statement. Please use our digital signing in service by the School Office window. You will be asked to provide photo identification.

Having signed in, you will be issued with a personalised badge which you are required to wear at all times, this will include your name and photo. (This is unless you are attending a course run by an outside agency; they will provide their own badges and must be worn.) When you leave the school, you must do so via the front exit, signing out and returning your badge as you go. Please ensure the door is fully closed and the top thumb lock is locked.

Should you have any safeguarding concerns, the named people below are responsible for safeguarding and are the Designated Persons for Child Protection:



Marie Lucca
Headteacher



Francesca Penfold



Chloe Matthews

If in doubt, report to the School Office and someone will be able to assist you.

Our full Whistle Blowing Policy can be found on display in the staffroom and on posters in various locations. Should you have any concerns regarding a member of staff's behaviour please follow the actions stated on the policy or the simple flow-chart posters located on adult toilet doors.

Building

You will be provided with directions upon your arrival. There are posters around the school alerting you to your nearest fire exit and assembly point. You'll be pleased to hear that you can't get lost!

Behaviour

We expect all children, staff, governors and visitors to commit to following Marshland St James School ethos:

- To have an environment which allows children to learn to the best of their ability.
- All are treated with consideration and respect.
- To be listened to by the adults in the school.
- To know what the school behaviour expectations are.
- To feel safe.
- To be treated fairly.
- To have their positive behaviour recognised and rewarded.
- To know what sanctions the school applies.

Please see our website for further information regarding our Behaviour Policy and Behaviour Curriculum.

<https://marshlandstjames.demat.org.uk/policies>

Day-to-Day Organisation

8.45am	Start of School
8.45am	Lessons Commence
10.45am	Morning Playtime
12.15pm	Lunch
3.15pm	End of the school day

Evacuation

The fire alarm is a two-tone alarm. On hearing the fire alarm, visitors should leave by the nearest exit and head towards the **assembly point** which is the playing field. **Visitors should not take responsibility for children.**

Visitors should move independently to the assembly point.

If you see a fire, please break the emergency glass next to the nearest exit and ring **999** giving the school's details, **Marshland St James Primary and Nursery School, School Road, Marshland St James, PE14 8EY. 01945 430378.** Under NO CIRCUMSTANCES SHOULD ANYONE RE-ENTER THE BUILDING until cleared to do so by the emergency services or the most senior member of staff.

First Aid

Only trained staff in first aid should administer it. All support staff are first aid trained. If you are attending a course and require first aid please alert the School Office. First Aid equipment is located in the main corridor outside the School Office, this includes a defibrillator.

Pupils' inhalers are kept within each classroom and are accessible at all times. Other medications are located in the School Office. Cold compresses are located in NRC freezer as required.

ICT

Personal mobile phones can be accessed during lunch and break times in the staffroom or offices. They should be switched off at all other times and in all other places.

Looked After Children

The Lead Person for LAC is Ms. Marie Lucca. All matters regarding Looked After Children should be passed to and discussed with her.

Parking

If you are visiting Marshland St James Primary and Nursery School for more than a very short period of time you are welcome to use our front car park. Once you have parked your car, please report to the School Office at the front of the building.

Policies

A copy of every school policy is located on our website and MSJ Staff Drive, you can also request a paper copy from the School Office.

Prevent

The Prevent leads for Marshland St James Primary and Nursery School are Mrs. Jade Fitt and Ms. Marie Lucca. Any concerns regarding extremist comments or behaviour should be reported to either Mrs. Fitt or Ms. Lucca. If they are unavailable, please pass them to the next most senior member of staff.

Security

All staff, governors, visitors and contractors must wear a Marshland St James Primary and Nursery School badge at all times. ANYONE NOT WEARING A BADGE SHOULD BE CHALLENGED. All visitors must enter and exit the building via the front door, by the School Office. They must use the signing-in Ipad to register that they are on site.

Tea/Coffee

This is available in the staff room. There is no need to pay for occasional drinks. If you are attending a course, you will be provided with refreshments in a designated room which you will be directed to. Please use a cup with a lid if moving around the school.