



Welcome to Hopping Hill Primary School.
This leaflet contains important information for you as a visitor, student or supply teacher to our school. We would ask you to read it carefully and keep it with you for reference throughout your time with us.

We are committed to providing a **safe and happy** environment for all children and adults. We expect all visitors to Hopping Hill to abide by this commitment and to follow the school's **Code of Conduct**; a copy of which will be given to you.

Data Protection and Confidentiality

Any information that you receive or become aware of in school should be deemed confidential and must not be discussed or utilised outside of the necessary limitations in order to complete your role effectively. Any written information should be handed over to administration or another appropriate staff member when you leave. Online resources and sources of information should only be accessed while in your role at Hopping Hill and when needed to fulfil your role.

If you have any problems or questions during your time at our school, please ask any member of staff, who will be happy to help you. A specific person of reference for you is Gill Newman who can be found in the school office.

Head teacher and Deputy DSL: Sam Phillips
Deputy Head & Designated Safeguarding Lead: Michelle White
Chair of Governors: Mr Glenn Daly



The well being and safety of the children at Hopping Hill is our priority. We ask that this is also your priority whilst you are in our school.

[What to do if you have a concern about a child's well being.](#)

The Designated Safeguarding Lead in school is the Deputy Head, Michelle White. You can also address concerns regarding the well being of a child to the Head teacher, Sam Phillips. In their absence please talk to either of our family support worker, Rebecca Cronin. Please don't hesitate to pass on concerns no matter how 'small' they may seem. If your concerns are regarding school staff or other visitors in school please direct your concerns to the head or deputy head in her absence. Gill Newman in the office will advise in the absence of both.

Any concerns regarding the Head teacher should be directed to the Chair of Governors, Glenn Daly. His contact details are available on the staff room safeguarding board or from Gill Newman in the school office.

[What to do if you witness bullying.](#)

If you have any concerns or witness any incidents involving children, please report this to the class teacher who will follow the school's policies that are in place. If the incident involves any adult please talk to the head teacher, or in her absence the Deputy Head teacher.

A copy of all key safeguarding documents are available in the staff room on the safeguarding board. The staff room is located near the reception classrooms.

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The well being and safety of the children and staff at Hopping Hill is our priority. We ask that this is also a priority while you are in school

Signing In and Out.

Please sign in at the front office using the entry signing system where office staff will ask you for your ID and/or DBS if it is your first time in school. Please wear your lanyard (visitor's pass) at all times. Please ensure to sign out and hand in your lanyard when you leave. DO NOT open the door to give entry or exit unless they are school staff or are accompanied by school staff.

What to do if you hear the emergency alarm.

There are several fire marshals in school - Gill Newman in the office is one of these. Should you require further information please ask her.

If you hear the emergency alarm, leave the school via the nearest exit. Please take time to locate these around the school or ask where they are. There are information posters with fire exit routes in many areas. The meeting point is the back of the school field. If you are responsible for a class ensure you know how many children are present at all times (including those class members who might not be in the classroom). You will then need to do a quick head count once the class is lined up on the field. Immediately notify the head or senior staff member if someone is unaccounted for. The class child and adult register will then be given to you for completion. A visitor's register will be checked by office staff. If you come across a fire please activate the alarm by hitting a break glass point.

What to do if the school needs to lock down.

A member of staff will inform you in the event of lock down being necessary. This could be full lock down that will involve you and the children and adults securing themselves in a room - away from windows and doors and pulling down blinds or partial lockdown that will involve as above but with movement within the school still being deemed safe. If you believe there is a situation that requires lock down please inform the nearest member of staff who will know who to pass this information on to .

What to do if someone needs First Aid

The majority of staff in school are first aiders. Should you need one, please ask any staff member who will help you. First aid kits are located around school: a green sign with a white cross indicates where these are.



Other
useful
information

What time do key things happen in the school day?

- 8.00** Breakfast club
- 8.45** school starts
- 8.55** close of register
- 10:15-10.30** key stage 1 and reception break
- 10.30-10.45** key stage 2 break
- 12.00 1.00** key stage 1 and reception lunch
- 12.15-1.15** key stage 2 lunch
- 12.30-1.30 year 6 lunch
- Key stage 1 teachers take their own class out for break
- 3.15** school ends
- 3.30** clubs start
- 5.00** OSCAR club ends

What other key times are important?

- Monday 9-00-9.15** class or year group assemblies
- Tuesday** whole school values and current events assembly
- Wednesday 8.45-9.15** family learning in classes
- Friday 9.00-9.20/30** achievement assembly

What happens at the end of the day?

After school clubs start at 3.30 - anyone with class responsibility will keep those children attending clubs until this time and then ensure they get to their clubs.

Children are collected from the classroom door. Only children in years 5 and 6 are allowed to walk home without being collected and only if parents /carers have given consent. If you are in doubt please check with another staff member.

Finally... we are a friendly and approachable community at Hopping Hill so if you need anything or have any questions please ask any staff member who will be more than happy to help!