



Visitor Guidance

Welcome to Lake View Primary and Nursery School.

The following information is provided to keep you, our children and our staff safe while you visit our site. You are required to sign in and out of school via the Office.

General information

- In the interests of safeguarding please make sure you wear your visitor lanyard at all times so that all children and staff know you have been invited into our school, and please ensure all external doors are closed fully as you enter or leave the building.
- Both men's and women's toilets are located next to the school office, inside the main doors of building.
- This school is a non-smoking/non-vaping site.
- School starts at 8.50am. School finishes 3.20pm.
- Assembly - starts 10.15am Monday to Thursday. Assembly starts 9.10am Friday
- Playtime - starts 10.30am
- Lunch
 - Foundation - 11.30am to 12.15pm
 - KS1 - 12.15pm to 1pm
 - KS2 - 12.30-1.15pm
- Nursery AM times - 8.40am until 11.40am PM times - 12.25-3.25pm
- The Staffroom is located to the left as you come through the main entrance into school where there are drink making facilities, a fridge and a microwave. There are various shops in the village where lunch can be bought, or a meal can be ordered from the school kitchen before 9am.
- The core ethos of our school comes from our six values:
 - Ambition Responsibility Compassion Perseverance Diversity Inquisitiveness
 - and the core of our positive behaviour management is to promote and highlight choosing these values throughout school and all our lives. Children can be awarded Value Points for exhibiting any of our values either in their work or around school.
- Please ensure you ask a member of staff, in the team in which you are working, if there will be any children in your care today with any specific SEN or medical needs.
- If you are required to do any marking today please ensure all work is dated either by the children or yourself, and you have written your initials next to the Success Criteria that you will have bubbled to indicate the learning you feel that child has achieved.

Evacuation/Fire Alarm

- Our fire alarm is high pitched and a continuous sound. If you hear this, please evacuate the premises via the nearest exit following the exit signs as appropriate.
- Our evacuation assembly point is on The Joseph Whitaker Field.

Lock Down Alarm

- Our lock down alarm is a pulsing ring. If you hear this, please return into or remain on the premises and stay with the person you are visiting for further instructions.

Child Protection/Safeguarding

- Our designated Safeguarding Leader is: Mrs Emma Watson (Head of School) and our deputy Safeguarding Leaders are Mrs Vicky Shirtliffe and Miss Carolyn Dykes.
- Our Safeguarding/Child Protection Policy is available on the website or on request.

- If you have any safeguarding concerns regarding a child or adult, please report these to one of the above members of staff immediately.

Health & Safety

- Please give your full cooperation whilst on the school site.
- Our Health and Safety Policy is available on the website or on request.
- Please report all accidents/injuries that have occurred on site to the school office.
- If you require first aid, please see the school office.

Asbestos Guidance

- Please look out for the following logo:
- If you accidentally damage any area where this logo is visible, please speak to the office or Site Manager immediately.



Thank you for visiting our school.

Mrs E Watson (Head of School)

Mr S Walker (Executive Head Teacher)

