

## Key Information

**Address:** Castleford Road, Normanton, West Yorkshire. WF6 1QU

**Telephone Number:** 01924 890 576

**Email:** headteacher@normantoncommon.org.uk

**Website:** www.normantoncommon.wakefield.sch.uk

**Head teacher:** Mrs Linsey Cavell

**Deputy Head teacher:** Mr Adam Riby

**Assistant Headteacher:** Mr Luke Oldroyd

**Pastoral Support Manager:** Mrs Sarah Conway

## The School Day and Class Information

### Nursery

Morning Session: 8:45am - 11:45am

Afternoon Session: 12:30pm - 3:30pm

30 hrs extended places available

### Reception - Key Stage Two

**8:50am:** School opens its door to children and registration period begins

**9:00am:** Registration period closes and lessons begin

**11:30am - 12:30pm:** Early Years lunch break

**12:00pm - 1:00pm:** KS1 lunch break

**12:30pm - 1:30pm:** KS2 lunch break

Classroom	Class Name	Year Group	Teacher
Nursery	Ducklings	Lower Foundation	Mrs Mary Douglas
1	Robins	Reception	Mrs Rebecca Way
2			Mrs Jen Smith Mrs Natalie Brunyee
3	Hepworth	Year 1	Mrs Carly Garside
4	Waterton	Year 1 & 2	Mrs Laura Mackenzie
5	Sharman	Year 2	Miss Sarah Bonner
6	Tomlinson	Year 3	Mrs Deborah Twigg
7	Brownlee	Year 3 & 4	Mr Luke Oldroyd
8	Adams	Year 4	Miss Lindsay Rawes
9	Bronte	Year 5	Miss Rachel Bradley
10	Cook	Year 5 & 6	Mr Kevin Saville
11	Hockney	Year 6	Miss Hannah Cookman



## Visitor Information Booklet

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

**Head Teacher: Mrs Linsey Cavell**



## **A very warm welcome to Normanton Common Primary Academy**

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

Please refer to this handy information booklet for the duration of your visit. If you have any further questions, please do not hesitate to contact a member of the School Office team.

### **Safeguarding and Welfare**

**Normanton Common Primary Academy is committed to safeguarding and promoting the welfare of all our children and families.**

**For the safety of our pupils and for Health & Safety purposes, please sign in and out of the Visitor Book at the main Reception and ensure that you have received an Identity Badge . This must be visible at all times and worn throughout your visit. Before working alongside our pupils in a regulated activity, please provide evidence of valid DBS clearance.**

#### **Black Lanyard (Staff)**

All staff are subject to enhanced DBS checks prior to appointment.

#### **Green Sticker**

Adult is DBS checked and cleared to work with children.

#### **Red Sticker**

Adult is not DBS checked and not cleared to work with children. *Any adult wearing a red 'visitor' sticker will not have unsupervised contact with our children whilst on our premises.*

The Designated Safeguarding Lead for Child Protection is Deputy Headteacher, Mr Adam Riby. Any child protection concerns should be reported to him in the first instance by completing a yellow Cause for Concern form which is located on the notice board in the Staff Room.

Mrs Linsey Cavell (Headteacher), Mrs Sarah Conway (Pastoral Support Manager) and Miss Helena Ho (Learning Mentor) are also Designated Safeguarding Leads within school. Any concerns should be reported to them in the event of Mr Riby's absence.

### **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.

**Ensure you have read the Code of Conduct for Parents, Carers and Visitors, located displayed in the entrance hall.**

## **Health & Safety**

Please be vigilant around the site regarding health and safety, reporting any concerns to a member of the School Office team 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 & Safety Policy is displayed in the staff room.**

### **Emergency Evacuation Procedures**

In the event of an emergency, please immediately leave the building via the nearest emergency exit all clearly identified with a green exit sign. Evacuation maps are located around school. Please familiarise yourself with the nearest route to take.

### **Medical Provisions**

In the event of illness, incident or accident, please seek the attention of an emergency First Aider. The list of First Aiders is found in the Staff Room.

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

Please do not leave any personal belongings unsupervised around school, a secure cloakroom is available for visitors in the Staff Room.

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

The use of mobile phones is not permitted anywhere on site. If you do need to make a personal call, please do so in the Staff Room.

### **School Dinners**

Forgotten your lunch?

If you would like to order a school meal, please refer to the weekly menu outside of the School Office for your options of the day. The price of an adult meal is £3:00 and is payable to the School Office team in advance.

**Please place your order no later than 9:30am.**

### **Washrooms**

Adult toilets (including a disable toilet) are located opposite the double doors at the Main Reception at the front of school.

### **Access Arrangements**

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