



Together Everyone Achieves More

Can be, can do, can achieve...

Welcome to Kerr Mackie Primary School



Head Teacher: Mrs Jennifer Millington

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A warm welcome to all visitors

Our school is committed to safeguarding and promoting the wellbeing of all children and expects staff visitors and volunteers to share this commitment.

Please can you ensure you sign in at Reception as a security measure.

Thank you in advance for your cooperation in maintaining the safety of all site occupants. We hope you enjoy your visit.

We want your visit to be both enjoyable and safe so please read this leaflet carefully, follow the instructions and carry it with you during your visit.

If you have any concerns regarding child protection then please refer these to the designated staff for child protection who are:

Mrs Jennifer Millington (Headteacher)
Amanda Cambridge (Pastoral Team)
Fiaz Lal (Pastoral Team)
Gill Bourne (Pastoral Team)

If a child makes a disclosure or **you** have any concerns, complete a 'Cause for Concern' form or discuss your concerns with the Pastoral Team or Headteacher. The forms are kept in the staffroom or Pastoral team office.

If you need to access our Behaviour Policy, and how it impacts on the day-to-day management of pupils, it can be located in the central file in the Headteacher's office.

If you have any concerns about behaviour then please refer them to the Headteacher, Deputy Head teacher, Assistant Headteacher's or Pastoral Team.

We pride ourselves on being a well-organised school with high expectations of behaviour.

SCHOOL TIMETABLE

School Day Starts at 9:00am		
Break	Years 1, 2, 3 & 4	10:45am - 11:00am
	Years 5 & 6	10:30am - 10:45am
Lunch Break	Reception	11:45am - 12:45pm
	Year 1	11:50am - 12:50pm
	Years 2, 3, 4, 5 & 6	12:00pm - 1:00pm
School Day Finishes at:		
Nursery	3:15pm	
Reception, Year 1, 2, 3, 4, 5 & 6	3:25pm	

FIRE PROCEDURES

Every Friday at 10.15am we test our fire alarm—there is no need to evacuate the building unless the siren sounds for longer than 2 minutes

If you are with a member of staff during your visit they will guide you to the assembly point. If you are alone please make your way to the assembly point by the nearest fire exit shown by the green running man signs or by referring to the fire instruction notice located within each room. If you require assistance to evacuate, please ask the receptionist who will agree with you the most appropriate action to be taken in the event of an emergency and introduce you to the staff nominated to assist you.

The fire alarm is a high pitched and continuous siren, on hearing the alarm:

- Evacuate by the nearest fire exit.
- **DO NOT stop to collect personal belongings**
- **DO NOT try to fight a fire.**
- **DO NOT return to the building for any reason unless authorised to do so.**

If you encounter a fire, please raise the alarm by using the red call points/break glass units located at all exit points and then follow the instructions above.

For your safety, please await further instructions from authorised personnel at the assembly point.

NEVER leave the site during an evacuation without reporting to the assembly point. It is your duty to act responsibly and abide by the school evacuation strategy whilst on this site. As you have signed in and recorded your presence, if you do not arrive at the assembly point during an evacuation you will be classed as a missing person and a search commenced which could put the safety of others at risk.

If you require first aid please contact the school office who will alert a qualified member of staff to assist you.

Smoking is not permitted on this site, this includes the car park, main grounds and all buildings. If you wish to smoke you must leave the site by the front gates. Please ensure that you dispose of cigarette ends responsibly, there are suitable bins located at the front of the site for this purpose.

Ladies and gentleman's toilets are located in the corridor next to the staff room.

Please **remember** to sign out and return your badge to Reception.