

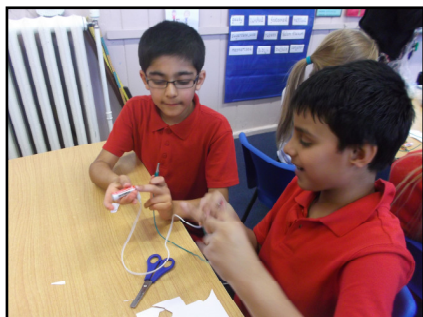
Welcome to Park Junior School, Wellingborough.

We are a large town school with 242 children on roll. We have 8 classes, 2 per year group, and a Designated Special provision unit that supports children from other schools with social and emotional needs.

We pride ourselves on the fact that we are a multi-ethnic school with a diverse cohort of children. The school aims to support and care for every child to enable them to reach their full potential both academically and as individuals.

Our school is based in an impressive Victorian building that has been improved and extended through the years to provide a comfortable and safe environment for our children. We are at the forefront of technology with our IT resources and every classroom has a fitted Smart whiteboard to support learning.

The staff at Park Junior School are very dedicated to the welfare of the children in our care and visitors will be quick to feel the positive and cheerful environment the school enjoys.



### Dress Code

Visitors are asked to wear appropriate dress to school. Casual clothes such as beach wear, leggings and jeans are not acceptable, but smart, appropriate comfortable wear is recommended. Shoes need to have a low heel for your comfort and the safety of the children.

### Mobile Phones

We ask that mobile phones are on silent in the classroom and are not used during lessons. If there is an emergency please inform the member of staff you are working with.

## Fire Safety

In the event of a fire or fire drill the fire alarms will go off. Please check with the member of staff you are working with what the procedures and route out are for your particular group of children. The school will gather on the top playground to register and wait for instructions. If you are an after school provider please take your register with you. Please close doors after you and do not re-enter the building until you are told it is safe to do so. If you discover a fire, please break one of the glass fire panels and follow the procedure to evacuate the building.

### First Aid/Medicines

All medicines are kept in the office. Please check with your teacher as to which children in your group might have health issues such as asthma, diabetes etc. so you are aware of their needs. If a child injures themselves at break a first aider is available in the office. One of the lunch supervisors is a first aider at lunchtime.

Please inform a member of staff of any accidents or cases of a child being taken unwell. The office staff will support you with calling home to inform parents/carers. At lunchtime any incidents needing first aid will have been recorded and a slip left with the class teacher. If the injury needs to be explained to a parent/carers then a member of staff from that class will take the child out to explain the circumstances of the injury.

### PE and Games

Please check the area is free of hazards. Children should change into a T shirt and shorts/track suits for outdoor cold weather and have appropriate footwear. Long hair will need to be tied up and jewellery taken out or taken off.

### Security

When you arrive you will be asked to sign in and given a badge. Please wear this at all times and as you leave give in the badge and sign out. All doors are locked from the outside during lesson times, please do not let anyone into the building. All visitors must enter the building through reception.

### Cameras and photos

You may be asked to take photos by the class teacher for school purposes. Please do not take any photos on your own phone or camera unless permission has been given. No photos are to go outside the school.

## School Hours

The morning whistle goes at 8:50am for children to go in and register ready for a prompt 9.00am lesson start. Visitors are advised to arrive in good time before the whistle to enable them to liaise with the member of staff they are working with.

Morning break is at 10:45am and the whistle is blown at 10:55am for a prompt lesson start at 11:00am.

Lunch time is at 12:00pm with whistle blown at 12:55pm to register at 1.00pm.

Afternoon break is at 2:15pm with whistle blowing at 2:25pm for a prompt start at 2:30pm.

School finishes at 3:30pm. Any visitors that are working in classrooms may need to allow some time after this to enable them to liaise with the member of staff they are working with at the end of the day.

Assemblies are in the hall as follows;

Monday,, Friday - whole school 1-1:30pm

Tuesday 3pm—3:30pm Year 5/6

Thursday 1pm—1:30pm Year 3/4

Singing Together—Wednesday 3-3:30pm



## Confidentiality

Confidentiality is very important. Any information you access about individual children etc must not be discussed outside the school. This includes information about children's home life, issues, academic levels, behaviour and conduct of children within the school.

If you hear information that you feel is important from a child or peers, please let a member of staff know immediately. If you have any worries of any sort please let a member of staff know. If you are unsure as to how to deal with a situation that arises please don't hesitate to again seek advice from a member of staff.

The staff and pupils are very grateful for all the support that parents and friends of Park Junior give so freely, and in so many ways. We all want the pupils to have the best opportunity to gain the most from their years in our school. Your continued help and support goes a long way to helping us achieve this goal.

We also want helpers, and visitors to our school to gain from their time here and find it to be rewarding and an enjoyable experience. Therefore it is important for everyone, that helpers and visitors follow these guidelines both for their own benefit as well as that of the pupils.

We hope you enjoy your time with us and feel as proud of the children and the school as we do. Please do not hesitate to contact myself as Visitor Coordinator with any questions or concerns.

Jenny May

Deputy Head Teacher

# Welcome to Park Junior School, Wellingborough



## Information for Visitors



[www.parkjuniorwellingborough.co.uk](http://www.parkjuniorwellingborough.co.uk)