



Kingstone High School Visitor Information

Kingstone Academy Trust has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of students and staff.

We have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

A visitor is defined as anyone who is not employed directly as a member of staff by Kingstone Academy Trust.

Safeguarding

- Mrs Rebekah Ruvino is the Designated Child Protection Officer. Any child protection issues must be reported to her immediately.
- Regular visitors to the school must have an Enhanced DBS. A visitor who does not have an Enhanced Disclosure and Barring Service Certificate (DBS) must not be alone with students at any point.
- If a visitor has a DBS, then at times they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. This must be agreed with the Headteacher or Designated Safeguarding lead in advance.
- Visitors must sign in (and out) in the Visitor's Book and wear their visitor's pass or approved agency photo ID all times when on the school premises.
- Staff and students have the right to ask for identification from any person on site.

Guidance for Visitors

- Park in the visitors' car park. (If this is not possible, park in an available space and report that to reception)
- Report to main reception and sign in, showing proof of identity, and current enhanced DSB check (if they have one).
- If the visitor does not hold a current enhanced DBS accompanying staff must complete a risk assessment sheet, which is held in reception, and accompany the visitor at all times. At no point should the visitor be on their own with children.
- Please wait in reception, to be collected by the member of staff who has arranged the visit
- Ensure that at all points during the day, you are accompanied by the member of staff who has invited you
- Any visitor delivering a lesson or assembly must agree the content and tone prior to the visit taking place. The content and tone must be in line with the Kingstone Academy Trust values, be fully compliant with the Equality Act 2010 and any other Kingstone Academy trust policies which may apply, and take into account the age and ability of the students.
- Please return to reception to sign out at the end of the day, and return your visitor's pass.
- Use only the staff cloakrooms when needed: these are located in the corridor leading off from the internal reception area. There is also a staff toilet in the HUB (Inclusion Unit).
- Smoking is not permitted within any of the buildings or within the grounds of the school, including within vehicles.
- Kingstone Academy Trust has a duty of care to all persons on site. All injuries or incidents that occur on Academy premises must be reported to reception.

E-Safety and Mobile Phones and Devices

To ensure e-safety we monitor the use of the internet by staff, students and visitors. If you have any concerns about e-safety during your visit please report them at once to reception. Please be aware that we have a strict "No Mobile Phone" policy. Phones should not be seen during the school day. Visitors may use their mobile phones or devices to make calls when not in the presence of students. Photographs must not be taken.

The School Day

The school day begins on Monday and Friday at 8.45am with a staff briefing in the staff room. The bell goes at 8.50am for the students to move to registration. The timetable for the day is as follows:

Start	Finish	Activity
08.45	08.50	Staff Briefing
08.50	09.00	Registration
09.00	10.00	Period 1
10.00	10.15	Break
10.15	11.15	Period 2
11.15	11.30	Break
11.30	12.30	Period 3
12.30	13.10	Lunch
13.10	14.10	Period 4
14.10	14.15	Changeover
14.15	15.15	Period 5

Bells

Bells signify the beginning and end of each lesson. Wet break is signified by an extra bell sounding at the beginning of break.

Emergency Information

A continuous alarm bell indicates a Fire Alarm and the building must be evacuated immediately. All staff, students and visitors must proceed via the nearest exit to the designated assembly point on tennis courts at the front of the school. Please report to the receptionist who is holding the visitors' signing in book. No attempt should be made to leave the site until advised to do so. Do not re-enter the building until directed to do so by the Fire Officer.

First Aid

In case of an emergency, please send a member of staff or a student down to the main school office to ask for assistance; or call any of the main office numbers for First Aid assistance: 220, 222, 223 or 234 for the science first aider.

First Aiders

Sophie Hales	Main School Office	223
Alison Dennis	Main School Office	220
Ella Hughes	HUB	274
Adrian Major	Cover / Main School Office	222
Fiona Whittall	Science Block Prep Room	237
Trevor Bufton	HUB	275
Cass Rees	DT Food Room	240
Rebekah Ruvino	Hub Office / Science	262
Shannon Reeves	English	231
Peter Reed	PE /Sports Hall	237
Sarah Jones	PE /Sports Hall	237

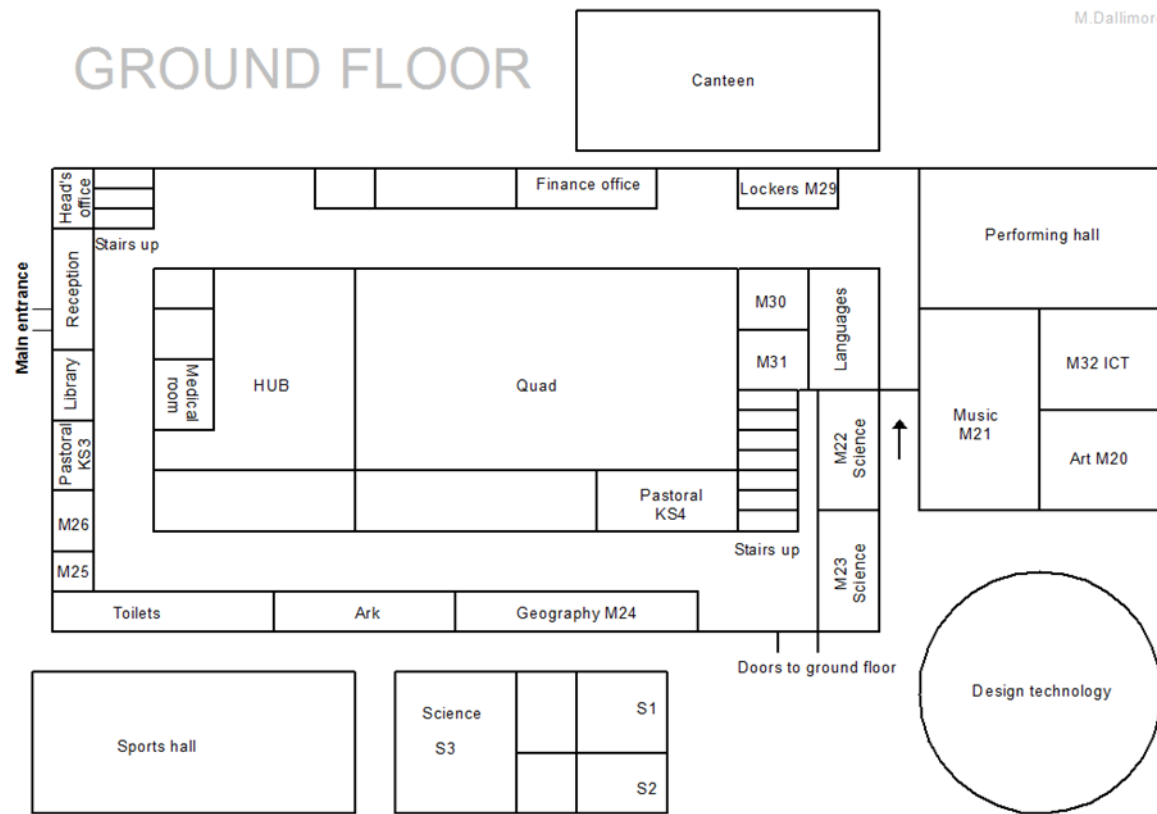
Telephone Directory			
SLT			
Steve Fisher	221	Lee Butler	226
Elissa Vigus	102	R Finch & D Cook	231
Rebekah Ruvino	262	Sharon Shough	244
ADMIN			
Sally Spreckley	264	Cover Desk	261
Karen Esson	222	Dee Waters - Careers	269
Sophie Hales	223	Sue Townsend – Exams	243
Alison Dennis	220	I.T. / Staffroom	246
Cordless Phone	285	Canteen	236
Site Team Cabin	241		
FINANCE			
Sharon Shough	244	Debby Chalk	242
PASTORAL			
Mandy Darcy – KS3	247	A.R.K.	267
Nicola Butler – KS4	249	Goldfish Bowl Room	279
SENCO Office	274	Bubble Room	278
Office	277	Trevor Bufton	275
TEACHING			
English	239	MFL	266
Maths	250	Science Block	234
Geography	265	M22/23 Science	230
P.E.	237	Art / Music	229
DT	233	DT Food	240
Library	225		
PRIMARY			
Tess Quinsey	100	Office 2 Desk	101
Elissa Vigus	102	Staffroom	103
Primary Upstairs	104	Reception Class	105

Room Numbers and Subjects

M1	Computer Suite	M2	D.T. Food Technology
M3	English	M5	Computer Suite
M7	English	M8	English
M9	English	M10	Humanities
M12	Computer Suite	M13	Computer Suite
M14	English	M15	Maths
M16	Maths	M17	Maths
M18	Maths	M19	Maths
M20	Art	M21	Music
M22	Science	M23	Science
M24	Humanities	M25	PE
M26	Humanities	M30	M.F.L
M31	M.F.L	C1	Art
C2	D.T. Product Design	C3	D.T. Resistant Materials
S1	Science	S2	Science
S3	Science	SH	Sports hall
PH	Performance Hall		

Map of the School

M.Dallimore



M.Dallimore

