



Newent Community School and Sixth Form Centre

Striving for Excellence

Principal • Mr Alan Johnson

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SAFEGUARDING NOTICE

September 2017

Dear Visitor

Welcome to Newent Community School and Sixth Form Centre

I would like to welcome you to Newent Community School and Sixth Form Centre and take this opportunity to highlight some operational procedures to visitors to the school site.

Arrival, Departure and Visitor Badges

On arrival, please sign in at Main Reception. Official visitors and contractors are required to show their proof of identity to the Receptionist.

When you sign in, you will be given a Visitor's badge. Please read the information on the Badge and wear the Badge at all times.

Please sign out when you leave the site and return the Visitor's Badge to the Receptionist.

Car Parking

There are some dedicated car parking spaces for disabled drivers; two in front of the Main Reception and three to the right of the Sixth Form Centre. Other drivers are requested not to park in these areas.

Please do not park in the bus bays between 8.45 a.m. and 4.00 p.m.

We have a lot of school buses, most of which are 50+ seater coaches. They arrive at 2.30 p.m. and leave at 3.45 p.m. with the students. It is very important that the drivers can access the bus bays. Please do not park in the bus bays or in the central area of the car park at this time.

Fire

The Fire Bell is a constant ringing sound. There are routine checks at 7.50 a.m. every Monday.

If the Fire Bell rings at any other time, it is not a routine check. Visitors are asked to leave the building by the nearest exit. The Fire Evacuation Route is displayed in all classrooms.

The visitors' Fire Assembly Point is on the pavement in front of the Sixth Form Centre, at the far end of the bus bays. All Support Staff will assemble at this point too.

Toilets

There are staff toilets located close to the Main Reception and in other areas around the school - please ask a member of staff for directions to the nearest staff toilet. Visitors are not to use students' toilets.

Smoking

Smoking is not permitted anywhere on the site.

If you have any concerns, please ask to speak to a member of the school's Senior Leadership Team straightaway.

I hope you enjoy your visit to our school.

Yours faithfully

Alan Johnson

Principal

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