#### **School Information**

In the event of an emergency please leave the building by the nearest fire exit, which will be identified by a green exit sign and assemble on the playground on Chapel Street for all classes. Each class will stand on their year group marker.

We hope you have an enjoyable visit to Templenewsam Halton Primary School.

#### **Fire Safety**

In case of a fire or fire drill, please find the nearest fire exit and walk to the nearest playground. There is a fire exit plan in each classroom which you can refer to.

#### **School Timetable**

The gates open at 8:40 am and close at 8:55am. Children begin their learning at 8:40 with Every Minute Matters. At 8.55 the school gates close. Any children arriving at 8:55 onwards will need to sign in at the school office. School finishes at 15.15.

#### Assemblies

Monday- 9:00am to 9:20am- Whole School (Large Hall)
Wednesday- 9:00am to 9:20am Whole School Singing (Large Hall)
Friday- Whole School Celebration Assembly- 2:30pm-3:00pm

#### **Break Times**

Morning Break: KS1: 10.30-10.45; LKS2: 10.30 – 10.45; UKS2 10:45-11:00

<u>Lunchtime:</u> 12:00-1:00- Whole School **Afternoon Break:** EYFS/KS1 – 2.00 – 2.15

## **Safeguarding**

It is expected that any visitor will read and follow the school's safeguarding policy the school's child protection policy and procedures document, available on the website or from the office. If you have any concerns regarding child protection then please refer these to any member of the safeguarding team: Lisa Seton (HT), Ian Weatherley (DHT), Laura Lightfoot (AHT/DSL), Georgia Hitch (AHT/SENDCO) and Sharon Beaumont (Learning Mentor).

#### **Behaviour**

We pride ourselves on being a well-organised school with high expectations of behaviour. If you need to access our Positive Behaviour Policy, and how it impacts on the day-to-day management of pupils, it can be located in the policies section of our website.

### Whole School Rules







Our school rules and behaviour system has been created in consultation with all staff, children and parents. The rules are modelled and used by all adults and children in school. Reminders across the school environment back up these rules.

#### **Sanctions & Classroom conduct**

When behaviour falls short of the standard expected the following procedure will be consistently applied.

#### Conversation

Speak to the child and remind them of the school rule they are not following.

#### Follow up

Remind the child of the rule they are not following and what is expected of them (I need to see you...)

#### **Short Time Out**

Children given a short time out to reflect on their choices. This should be in the classroom where appropriate.

#### **Short Reflection Time**

Example, 2 to 5 minutes of break time missed. During this time children should reflect on their behaviour.

#### Reflection time

For persistent misconduct or significant breaches of the school rules immediate reflection time should be given. This should be carried out by a senior leader in school. Restorative questions will be asked to encourage the child to reflect on their behaviour choices. This can last as long as required. Parents and Carers will also be notified.



# A Warm Welcome

To

# Templenewsam Halton Primary School

Please ensure you sign in at Reception and wear the name badge before entering school.