
HUNTCLIFF STAFF

Designated Student Safeguarding Lead

Mrs K Ashwood Assistant Headteacher

Should you have any concern about a student during your visit to Huntcliff, ask the nearest member of staff to contact Mrs Ashwood



Information for Visitors *5th March 2020*

Other key staff:

Headteacher
Mr Patrick Daley



Deputy Head
& Career Leader
Mrs Philippa Hartley

Careers Support Miss Paula Davidson



Pastoral Support Officers (PSOs)

Apollo
Atlantis
Discovery
Endeavour

Mrs J Lazenby
Mrs M Dulson
Mrs W Frost
Mrs T Clayton

Contact Numbers

Reception Ex 200 Mrs Foster/Mrs Moody
Admin Support Ex 230 Mrs Guy/Mrs Ireland

IT & the internet:

The visitor account log on details for our computers today are:

User name – visitor
Password – password

This will give visitors access to a staff account using Huntcliff equipment. If you are using your own equipment then a wifi password is provided per organisation in the envelope.

If you need assistance with anything which will enable your workshop to run smoothly, the teacher assigned to support will be only too happy to help. Students have also volunteered to 'Give an hour' and will be delighted to help. Please ask.

GUIDANCE NOTES

We welcome you to Huntcliff School, and thank you for supporting what will be an incredibly inspiring event for our students and we hope that you will gain as much from the day as we will. This leaflet provides basic information about the school which we hope you will find useful.

On arrival at Reception, your credentials/DBS will be checked if you have one.

You will be required to sign the Visitor book and an identity badge will be issued.

You will be given a map of the school and collected by a member of staff or student assigned to support your needs.

A member of Huntcliff staff will be present in the classroom with you during all sessions.

Students will be registered at every session by the school staff member

Usual School Day

8:45-9:05	Form Time
9:05-10:05	Lesson 1
10:05-11:05	Lesson 2
11:05-11:20	Break
11:20-12:20	Lesson 3
12:20-1:00	Lunch
1:00-2:00	Lesson 4
2:00-3:00	Lesson 5

REFRESHMENTS

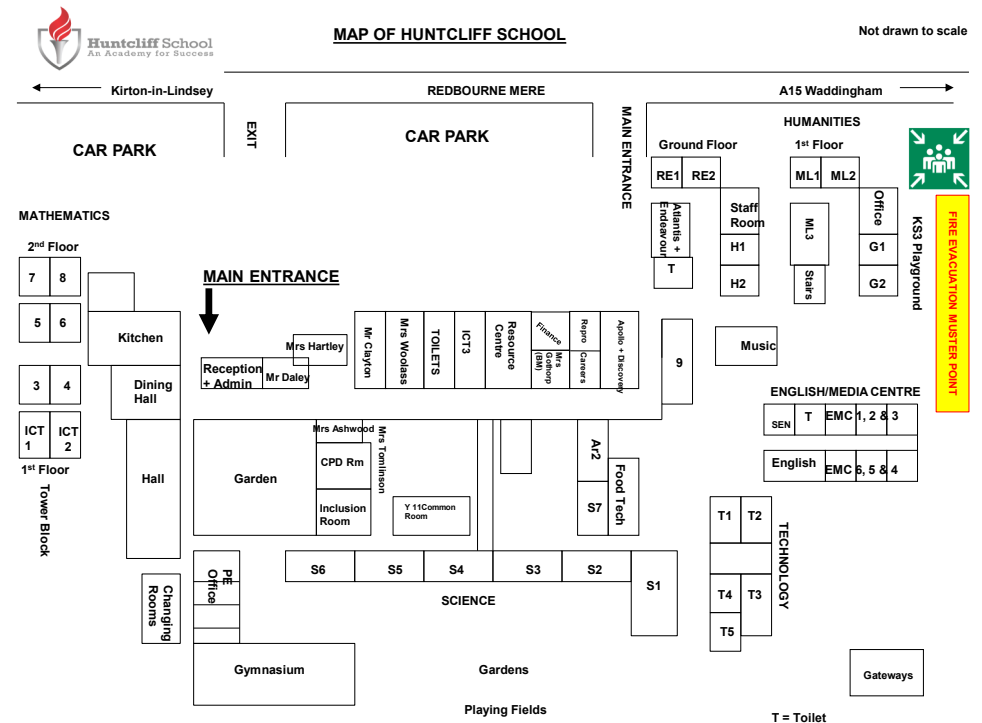
Refreshments will be available in the Gateway all day. If you feel a student needs particular praise during your workshop, please point the student out to the teacher who will note the achievement and issue appropriate rewards.

FIRST AID

If First Aid assistance is required, Reception should be contacted (Ext 200) who will locate a First Aider for you.

PHOTOGRAPH INSTRUCTIONS

Please do not use your own personal equipment (including mobile phones) to take photographs of students. Huntcliff staff will be taking photos throughout the day and any photos of your session will be made available to you upon request.



FIRE ALARM

In the event of a fire alarm being activated, the member of staff supporting the session will escort students in an orderly manner, using the nearest exit, to the Muster Point at the bottom playground behind the Humanities block. Here they will line up in their Group and the class teacher will take a register. Can you please assist with this procedure.

Please report to a member of staff wearing a 'yellow high vis' jacket to ensure all visitors are clear of the buildings.