



STAFF INDUCTION

Facilities

Timetable of the day

The school building is open from around 7.00am each day, the staff car park is available for you to park in.

The school is open for wraparound care from 7:45am to 5:45pm.

A member of the Senior Leadership Team locks the school building at 5:45pm each evening.

We run extended provision for children before and after school in the form of Breakfast and After School Clubs.



More information and the current timings can be found here:

Breakfast / Afterschool Club:

<https://colehamprimary.co.uk/home/joining/breakfast-after-school-club/>

School Day Timetable:

<https://colehamprimary.co.uk/home/joining/opening-times-timetable/>

Arrival and End of Day Procedures:

<https://colehamprimary.co.uk/wp-content/uploads/2022/08/arrival-and-end-of-day-procedures.pdf>

Our Building



You may have already received a school tour during the recruitment process.

Our school building is entered via the reception lobby, where you'll find the offices and staff toilets nearby. Year 1/2/3 Classrooms are down the corridor to the right and Yr 4/5/6 Classrooms are down the corridor to the left. The School hall is directly in front of you as you enter with the Headteachers office to the right. EYFS is



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housed in a demountable building across the KS2 playground and we have a number of other outbuildings that we use:

The Cabin- A timber clad classroom with decking overlooking our conservation area and beautiful folly. The building houses toilets and a room used by our Pastoral Leader for interventions. The classroom space is a flexible space to be used by classes or for events.

The Studio- A smaller classroom that can seat up to 16 pupils.

The Den- This room is used to provide nurture for our EYFS children.



The Coach House- A historic 2 storey building where a Coachman used to live 100 years ago when it was part of The Limes Estate before Coleham School was built! This unique building has a homely environment and is used for bespoke teaching and nurture provision. A Victorian Museum is housed in the back room. Upstairs is a storeroom for costumes/event props.

Arrangements for Lunch

You may eat your lunch in the staffroom or another space within school. You have the option to purchase a dinner from our school kitchens, payment for which will need to be made via Arbor (our communications and payment system). The School Office can help you with this. Teaching Assistants each do a 30 minute lunchtime duty to supervise the children outside and the dining hall.

Staffroom

You are welcome to use the Staffroom to make tea and coffee (which is provided free of charge) and use the fridge to keep your packed lunch in. You might like to bring in your own mug, though we also have a stock in the cupboards which you are welcome to use. There is a cleaning rota on the cupboard for your information.



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Where do Personal Belongings go?

Staff lockers may be available or you may use the staff room or behind the curtains in your classroom.

Stationary and use of School Equipment

If stationary is required, please visit the school office. The use of school IT is subject to our acceptable use policy (see IR Policies).

Printing



We have 3 photocopiers in school in the staffroom, EYFS building and Staff Workroom.

You will be given a fob by the office to access the security doors in school and also the photocopier.

To initiate your fob for the first time swipe it on the square grey swipe pad on the copier and enter into the machine when asked for your network log in details.

Username: is your email firstname.surname@col.318education.co.uk

Network Password: Given to you in due course

Assemblies

The Headteacher or Deputy Headteacher leads an assembly on Mondays @ 9:00am. During this time Phase Leaders meet with their team of Teachers and Teaching Assistants to discuss the week ahead and plan staff deployment. At the end of each term we have a Celebration Cups Assembly on Thursday or Friday afternoon for all staff and children. The House Cup is presented.

Timetables and Rotas

The Deputy Headteacher creates and shares these. They are saved in Information-Rotas And timetables and displayed in the staffroom.



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Lost Property

Is stored in large bins by KS1 (for smaller items) and KS2 (for larger items) toilets near the double doors. Pre-loved jumpers are stored in boxes on the top shelf outside Year 1 and Year 6. Anyone is welcome to these so please make use of them and hand them out to children. We also have spare uniform in our Drop and Swap trolley in the foyer for anyone to help themselves or donate items.