



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.

A member of the Cleaning Team locks the school building at 8pm each evening.

We offer a grab and go Breakfast for eligible students in the Learning Engagement room from 8am. There is also a variety After School Clubs available to all students.

More information and the current timings can be found here:

[The School Day.docx](#)



Our Building

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

Here is a map to help you navigate your first few days:

[map of school Updated Oct 23.tif](#)

The main entrance is by reception, which is signed posted from the carpark.

The main school hall is used for assemblies and school performances.

The original school building is 2 storeys, with the newer additions being single storey. There is a separate maths block, sports hall and several demountable classrooms. Each department is within an area of the school; for example, science and languages are on the first floor.



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The 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. Milk is provided by the kitchen, if you use the last please pop to the kitchen and get some more!

Lunches are available to purchase from the canteen. Parentpay is our school's payment system, please see the Finance Assistant to create an account.

The staffroom is a shared space, please keep it clean and tidy.

Every member of staff has a pigeonhole in the staffroom. All paper communications and post will be placed in your pigeonhole so please check it regularly.

Stationary and use of School Equipment

If stationary is required, please speak to your line manager. The use of school IT is subject to our acceptable use policy (see IT Policies).

Printing

We have a number of photocopiers for staff use around school; in the staffroom, Library and admin corridor.

You will be given a door access card by the IT technician to access the security doors in school, sign in and out of school, and also use the photocopier.

To initiate your fob for the first time present it where indicated on the copier and enter into the machine when asked for your network log in details.

Username: email address

Network Password: Given to you in due course



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The Daily Bulletin

Everyone has access to the daily bulletin which can be found on sharepoint. This is used to relay important messages to students and is displayed during morning registration and on the tv screens around school.