



## Staff Induction at St Martins School



### Timetable of the day

The school building is open from around 7.30am each day, the staff car park (by the sports centre or the smaller car park by primary) is available for you to park in.

A member of the Site Team locks the school building at around 6:00pm each evening. This can be later depending on what is happening in school for example parent's evenings or other events.

Our main school reception is open from 8am until 4.00pm, Monday to Friday.

We run extended provision for children before and after school in the form of Breakfast and After School Clubs. This is for primary students and takes place in the primary department.

We also run a series of after school clubs throughout the school. These are timetabled on a half termly basis and the updated programme can be found on the school website.

[Extra Curricular \(smartins3-16.org\)](http://smartins3-16.org)

We are an all through school but timings of the day are staggered for safety reasons:

	Nursery	Reception	Year 1 and 2	Years 3,4,5,6	Secondary all years
Start time	9.00am	9.00am	9.00am	9.00am	8.40
Finish time	15.00	15.25	15.25	15.25	3.10

The sports centre is open to sporting clubs from 4pm. There is a dedicated team of staff that manage this.

### Getting around

You will need a fob and an access card to be able to access areas in school. Your School Business Manager will provide this for you. You will be provided with a staff badge by the Head's PA. You will have received a tour of the school during your interview day. Every day and at the end of your day you will need to "sign in/out" on the machine in the reception. This area also houses our Hub (library), offices, staff toilets and the main meeting room. A map of the ground floor of the school can be found here:

[map-ground-floor-for-induction.pdf \(smartins3-16.org\)](#)

## **Break times**

Break times for staff and students are also staggered depending on which area you are working. Speak to your line manager for clarification.

We have a nice staff room which is a welcoming and relaxing space for all our staff to use. School provides tea, coffee and milk. We ask that staff do not walk around with hot drinks outside of the staff room or offices unless they are in a lidded cup or flask. Some staff prefer to leave personal belongings in the staff room, classroom or their office space. The staff room is accessible with a staff fob.

We have a lovely student diner that staff are welcome to use. It is cashless and you will need to speak to one of our Admin team to set you up with a parentpay account.

## **Resources**

Each department has a budget to allow for the purchase of stationary items. Please ask your line manager if you need any. All resources in the Hub (ie photocopying, laminating, paper) have to be accounted for on the sheets provided.

## **Use of mobile phones**

Our school prohibits the use of mobile phones for staff, students and visitors. Mobile phones can only be used by staff and visitors in an office where there are no students. Our code of conduct is very clear about this safeguarding requirement.