



# STAFF INDUCTION

## Facilities

### Timetable of the day

The school building is open from around 7.30am each day, the staff car park is available for you to park in.

A member of the Campus team locks the school building at 6.00pm each evening. Please let them know if you are likely to be here later than that.

School Day Timetable:

<https://www.williambrookes.com/school-life/school-day>

### Our Building



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

Our school building comprises of three floor and is divided into areas named after cities that have hosted the Olympic games.

### Arrangements for Lunch

You may eat your lunch in the staffroom or one of the many staff workrooms within school. You have the option to purchase a dinner from our school kitchens, payment for which will need to be made via credit or debit card.

### Staffroom

You are welcome to use the Staffroom on the top floor. You might like to bring in your own mug, though we also have a stock in the cupboards which you are welcome to use.



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## Stationery and use of School Equipment

If stationery is required, please speak with your Line Manager. Academic departments have their own funds with which to make purchases. The use of school IT is subject to our acceptable use policy.

## Printing



We have volume printers on each floor, and also in the Reprographics room on the ground floor.

You will be given a lanyard by the Headteacher's PA which will allow access to the photocopiers and also the security doors in school.

To initiate your lanyard for the first time swipe it on a copier and enter into the machine when asked for your network log in details:

Username: `firstname.surname@wbs.318education.co.uk`

Network Password: Given to you in due course