



STAFF INDUCTION

Facilities

Timetable of the day

School is open from 8.00 each day, the staff car park is open for parking.

8.00 Breakfast Club is open for children

8.30 School gates open for children.

8.35 children enter the classrooms.

Doors shut at 8.45. Children arriving after this time enter through the School Office and are marked as late in the register.

10.00 Assembly (Mon and Fri)

10.30 – 10.45 Morning break.

12.00 - 1.00 lunch time

3.15 Home time

3.30 – 4.40 Staff meeting once a week

5.30 Afterschool Club finishes

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:

Extended School Provision

[Extended Provision – Much Wenlock Primary School and Nursery](#)

School Day Timetable:

[School Day – Much Wenlock Primary School and Nursery](#)

Our Building

More information about our school building can be found here

[Facilities – Much Wenlock Primary School and Nursery](#)

Arrangements for Lunch

Staff can book a school lunch through the School Office in the morning before 9.30. Meals cost £3.00 and are paid for online through Arbor. Staff can use the Staff Room to eat in and they have the use of the kitchen in the Staff Room which has a microwave, kettle, fridge, sink and dishwasher.



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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. Staff are expected to wash up or load the dishwasher with any cutlery/crockery they have used.

Where do Personal Belongings go?

Coats can be hung in the hooks provided in the staff toilets, personal belongings can be left in the staffroom.

Stationary and use of School Equipment

A supply of general resources can be sourced from the School Office. Everyday resources such as paper towels and hand sanitiser are restocked by teaching assistants. Ordering new equipment/resources can be done by obtaining an order form from the Office. Laptops and Ipads are available for classes to use.

Printing

The photocopier/printer is located in the corridor outside the Nurture Room. You will be given a fob by the Business Manager 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: firstname.surname

Network Password: Given to you in due course