



Visitor Guidance

Welcome to Heathlands Primary School and Foundation Stage.

The following information is provided to keep you, our children and our staff safe while you visit our site. You are required to sign in and out of school via the Office.

General information

- In the interests of safeguarding please make sure you wear your visitor lanyard at all times so that all children and staff know you have been invited into our school, and please ensure all external doors are closed fully as you enter or leave the building.
- Toilets are located in the main reception Corridor.

Evacuation/Fire Alarm

- Our evacuation/fire alarm is a high pitched and continuous sound.
- If you hear this, please evacuate the premises via the nearest exit following the exit signs as appropriate.
- Our evacuation assembly point is on the Upper School playground

Child Protection/Safeguarding

- Our designated Safeguarding Leaders are: Mr Shaun Walker (Executive Head Teacher) and Mrs Sally Morgan (Head of School).
- If you have any safeguarding concerns regarding a child or adult, please report these to one of the above members of staff immediately.
- Our Safeguarding/Child Protection Policy is available on the website or on request.

Health and Safety

- Please give your full cooperation whilst on the school site
- Our Health and Safety Policy is available on the website or on request
- Please report all accidents/injuries that have occurred on the site to the school office
- If you require first aid please see the school office

Thank you for visiting our school and following all of our safety measures.

Mr Shaun Walker

Executive Head Teacher