

Key School Contacts

Mrs Zoe McIntyre—
Executive Headteacher (DSL)

Mrs Luci Clapton—Head of
School (DSL)

Mrs Christina Hodges—
Deputy Headteacher (DSL)

Mrs Tina Berlingieri—Family
and Pastoral Support Lead
(DSL)

Mrs Sue Neighbour—SENCO

Mrs Linda Morris—Senior
Administrator

Mrs Helen Pounder—Site
Supervisor

Mrs Suzanne Fairey—Chair
of Governors.

Please report any Child Protection or Health and Safety concerns to the main office immediately.

Accidents must be reported to the main office where an Accident Report Form can be completed.

If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs. Each room contains a fire exit map.

Smoking is not permitted on any part of the school premises.

Please remember to sign out and return your visitors' lanyard to the main office before leaving the premises, even if you are due to return to the school again on the same day.



Stimpson Avenue Primary
Academy

Stimpson Avenue
Northampton
NN1 4LR

Phone: 01604 631383

E-mail:
office@stimpson.emat.uk

Website: [https://
stimpson.emat.uk/](https://stimpson.emat.uk/)

Stimpson Avenue Primary Academy

Visitors' Information Leaflet

2020-2021



Safeguarding at Stimpson Avenue Academy

At Stimpson Avenue Academy our children enjoy meeting new people so we hope that you find you are made to feel welcome by our pupils and staff.

In accordance with current safeguarding guidelines, visitors who are not able to present proof of a valid DBS disclosure will be escorted at all times on their visit. We appreciate your understanding regarding this protocol.

Should you have a Child Protection concern, please ensure that this is reported to the main office immediately so that they may inform the Designated Safeguarding Lead. You will find posters identifying our DSL and deputies throughout the building.

Confidentiality

Members of staff and Governors have access to confidential information about pupils in order to carry out their role. In some circumstances, the information may be highly sensitive. Confidential or personal information about a pupil or his/her family must never be disclosed to anyone other than on a 'need to know' basis.

Health and Safety

The staff, children and Governors are aware of the need to feel secure and comfortable during their time at our school. We also like to ensure that our visitors are safe, however it is possible for accidents and unexpected events to occur.

Fire

- If you hear the fire alarm sounding, please make your way out of the building immediately by following the green FIRE EXIT signs. Please familiarise yourself with our assembly point on arrival.
- DO NOT return to collect any belongings.
- Please make someone aware should you require assistance in exiting the building.
- DO NOT enter the building again unless you are informed by a senior member of staff that it is safe to do so.
- If you discover a fire, press the nearest fire alarm button and notify a member of staff.

Accidents/Illnesses

Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your way to the office, please inform a member of staff about your situation. You may be asked to complete an accident report at this time, if this is appropriate.

And finally...

We hope that your visit to Stimpson Avenue Academy is an enjoyable experience and that you find the environment safe, comfortable and welcoming.

If you would like to make any comments about your visit, please email: office@stimpson.emat.uk