

The Magna Carta School



Information for Visitors

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Visitors are very welcome at The Magna Carta School. On any one day we will be joined by visiting speakers, current and prospective parents, members of parliament or the local council, colleagues from other schools and many others. Should you wish to visit us, please contact the Headteacher's PA, Mrs Camburn: ccamburn@magnacarta.surrey.sch.uk to make an appointment.

The School Day

Time	Activity
08:45 - 09:05	Registration
09:05 - 10:05	Period 1
10:05 - 11:05	Period 2
11:05 - 11:25	Break
11:25 - 12:25	Period 3
12:25 - 13:25	Period 4
13:25 - 14:00	Lunch
14:00 - 15:00	Period 5
15.00	End of school / Extra-curricular activities

Bells ring at the beginning of each session, 5 minutes before registration then again 5 minutes before lesson 5, and at the end of the school day. The school calendar with events and term dates can be found on the school website.

Reception and signing in

Please go straight to the main reception (signposted). If you are leaving a message or collecting a child, you will not need to sign in. If you are going into school, you will need to show an official form of ID before you sign in. You will be given a visitor's badge then be collected by the appropriate member of staff.

Car parking

Please do not drive in to the school site if you are dropping off or collecting students. If you do need to park on site, please use the allocated visitors' spaces in front of Reception, once you have signed in you may then park your car in the staff carpark.

Catering

Our dining room serves a selection of healthy hot and cold meals; snacks and drinks at break and lunch times. Although we operate a cashless system, visitors may purchase items with cash. Details are available at Reception.

Dress code

We ask that all adults who work with our students are dressed in office wear unless their role necessitates otherwise e.g. sports or drama.

Safeguarding

1. Child protection

Everyone who comes into contact with children has a role to play in safeguarding them. Visitors to the school may not be with students from school without the presence of a member of staff unless you have enhanced DBS clearance and this has been cleared in advance with the school. If you are in any doubt, please ask to speak to the Headteacher's PA., Mrs Camburn. Any concerns relating to child protection must be communicated to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

2. Health and safety

Part of a school's overall values is the responsibility to keep students, staff and visitors safe. The site and its facilities are inspected on a regular basis and risk-assessed to ensure its safety. If you notice anything of concern, please report it immediately to a member of the school staff. Contractors should report to the Site Manager. There are first aid facilities and trained first aid colleagues on site at all times during the school day.

3. Fire procedures

In the event of a fire alarm (a continuous ringing of the school bell), please leave all your belongings and follow the fire evacuation procedures displayed in each room. Make your way to the St Pauls Road playground, where you should report to the visitors' area. (Please see map overleaf.) In the event of a fire alarm before 8.30 am or after 4.00 pm, please make your way to the area opposite the main Reception.

4. Lockdown procedures

In the event of a lockdown situation a signal of six intermittent bells will be rung. Please remain in your area and stay silent. At any time during the lockdown the fire bell may sound, this is the signal to evacuate the building following the same procedure you would for a fire evacuation.

Leaving the site

Please ensure that you sign out at Reception and return your visitor's badge.

We look forward to welcoming you.

Fire Drill Map for Visitors

One long continuous bell signals a fire alarm. On hearing a continuously ringing bell you should leave the building by the nearest available exit and report to your fire assembly point (see map below). ▲

Dismissal Order

- 1st Staff who are currently teaching
- 2nd Year 7
- 3rd Year 8
- 4th Year 9
- 5th Year 10
- 6th Year 11

-  Fire Marshals
-  Finance Manager Staff & Visitor Assembly Point
-  Designated Assistant Head
-  Health & Safety Officer
-  Site Manager
-  Attendance Officer
-  Dismissal routes for all houses
-  No entry for dismissal

