Welcome to St. Paul's CE Primary School

School procedures for visitors
Please read the instructions below.

- Please do not enter the school building unless you have an appointment.
- Please sign in and sign out when you leave.
- You must wear a visitor's badge at all times.
- Always use staff toilets: never use the pupil toilets. If you are unsure where these are, then please ask.

The **Child Protection Officer** in the school is the Head Teacher, Michelle Lord and the **Deputy Child Protection Teacher** is the Deputy Headteacher, Laura Stansfield.
If you have any child protection concerns, please talk to a member of the office staff, who will be able to take the appropriate action.

The **Health and Safety Officers** are the headteacher and **Manuel Taverez**. Please report any accidents or hazards you see while in the school to the school office.
First aid boxes can be found in the medical room and in all classrooms.
If the fire alarm sounds during your visit, then please calmly and quickly evacuate the building by the closest exit. The assembly point is on the school playground. If the lockdown procedure alarm sounds then please stay where you are or go to the nearest classroom

If you have any suggestions or feedback about the school then please leave a note in the office post-box, situated on the wall outside the office.