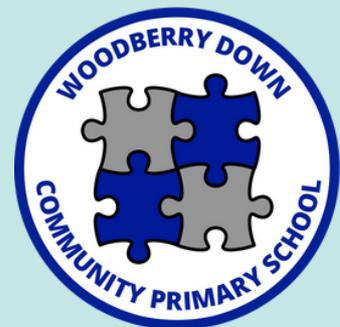


Once you have familiarised yourself with this booklet, please return it to the school office at the end of your visit.



# VISITOR GUIDE



WELCOME TO OUR SCHOOL

2022 / 2023

# Table of contents

Welcome 1

---

Our Values 2

---

Our Team 3

---

Our Behaviour System 4

---

Safeguarding 5

---

Practical Information 6

---



# Welcome

Woodberry Down Community Primary School is part of the New Wave Federation along with Shacklewell Primary School in Dalston and Grazebrook Primary School in Stoke Newington. The three schools work in partnership with Thomas Fairchild Primary School in Hoxton.

The fundamental principle of the New Wave Federation is to develop schools full of learning, laughter and friendship where all children feel happy, safe and valued. We aim to ensure every member of the community feels valued and supported.

We provide the best possible primary education in stimulating and creative environments. Our school develops a love of learning inspired by high-quality teaching and built upon strong relationships with our pupils.

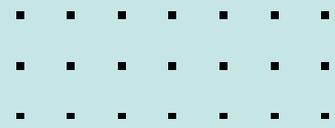
We expect all children in our schools to reach age-related expectations and our core purpose is to support pupils and families to overcome any barriers that they face. Each pupil reaching their full potential motivates our teachers and drives our vision of 'Excellence for All.'



**Nicole Reid**

*Executive Head Teacher*

# Our Values



We share 5 core values, that underpin our vision and form the basis of our behaviour system:



## Kindness

- *Being thoughtful, generous, positive, and supportive in all that we do.*
- *Actively caring for others through words and actions, being respectful to everyone we meet.*
- *Being kind to our school, our community and the planet that cares for us.*



## Focus

- *Concentrating on all our tasks in school to achieve the highest possible standards.*
- *Understanding the connection between focus and how we make progress as individuals and as a group.*
- *Setting ourselves goals and remaining focused on the steps we need to take to achieve them.*



## Collaboration

- *Achieving more together by working as part of a team and understanding our roles and responsibilities.*
- *Sharing and doing our best to get along with different people.*
- *Taking a leading role and subordinate roles in tasks. Building confidence and self respect through teamwork.*



## Responsibility

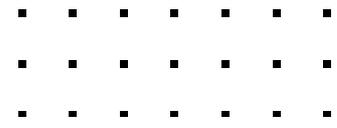
- *Taking a responsible attitude to school life, seeking to improve and achieve the highest standards, working purposefully with others.*
- *Adopting responsible learning behaviours, taking the right decisions, making the right choices.*
- *Understanding the importance of sustainability and tackling climate change and the role we play as responsible citizens in helping to solve the problems facing the world.*



## Creativity

- *Being curious about the world, seeking new ways to be innovative in all aspects of the curriculum, when solving problems and asking thoughtful questions.*
- *Putting creative energy and effort into all areas of school life and demonstrating resilience when faced with a challenge.*

# Our Team



**Derek Hewie**  
Head Teacher



**Sophie Graham**  
Deputy  
Headteacher



**Shayne Davids**  
Assistant  
Headteacher  
and SENCo



**Dinah Williams**  
Assistant  
Headteacher

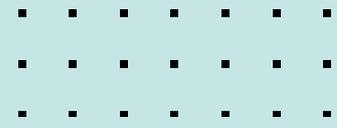


**Colleen Drake**  
Assistant  
Headteacher



**Patrick Middleburg**  
Assistant  
Headteacher

# Behaviour System



We believe children learn best when high expectations of behaviour are consistently modelled and reinforced through praise by all staff. In every class, we display our values alongside our 'Ready to Learn' chart. Pupils are awarded coloured tokens for demonstrating our values, which are collected by the class teacher towards a whole class reward.



# Safeguarding

**Safeguarding is everyone's responsibility; everyone has a duty to identify concerns, share information and take prompt action.**

---

**In the event of a child making a disclosure to you, follow these steps:**

- Listen carefully to the child, without asking leading questions
  - Use TED questioning:
    - Tell me what happened
    - Explain what happened next
    - Describe what then happened
  - Offer reassurance that the child was right in telling you.
  - Explain that you must pass this information on to another adult within the school.
  - Make a written note using the child's words and give it to the Head Teacher.
- 

If you have any concerns about a member of staff who may pose a risk of harm to pupils, these must be reported to the Head Teacher or the Chair of Governors as soon as possible.

**Our Safeguarding Team:**



**Greg Davies**  
Safeguarding Link  
Governor



**Nicole Reid**  
Safeguarding &  
Child Protection  
Officer

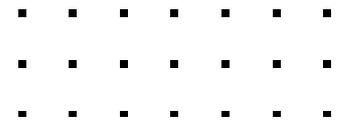


**Derek Hewie**  
Designated  
Safeguarding Lead



**Sophie Graham**  
Deputy  
Designated  
Safeguarding Lead

# Practical Information



## School Hours

---

### The Nursery Class

**A.M. session:** 8:45am—11:45am  
**Lunchtime:** 11:45am – 12:30pm  
**P.M. Session:** 12:30pm—3:30pm

### Reception & Key Stage 1

**A.M. session:** 8:55am—12:00pm  
**A.M. break:** 10:20am—10:35am  
**Lunchtime:** 12:00—1:00pm  
**P.M. session:** 1:00pm—3:30pm

### Key Stage 2

**A.M. session:** 8:55—12:30pm  
**A.M. break:** 10:20am—10:35am  
**Lunchtime:** 12.30pm –1.30pm  
**P.M. Session:** 1:30pm—3:30pm

## Signing In & Out

---

All visitors must sign in at the school office and receive a visitors sticker, which must be visible at all times. When you leave, please remember to sign out and return your badge.

## Mobile Phones

---

Mobile phones must be turned off for the duration of your visit. If you are working with children, your mobile phone must be stored away from your person, in your bag, in a locker or an office.



## **Fire Alarms**

---

Upon hearing the fire alarm the following procedures must be followed:

- If you are in a classroom, close the door and leave with the class
- Exit by the nearest fire exit, closing any doors as you leave the building
- Do not re-enter the building until you are asked to do so by a member of the senior leadership team

## **Lunch & refreshments**

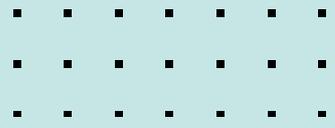
---

You are very welcome to help yourself to tea and coffee in the staff room. You can also order a school lunch from the main reception desk. School lunches cost £5.00 for main, salad and dessert and must be paid for by card.

## **First Aid**

---

In the event of an injury or illness to yourself or a child, please report to the school office, where a First Aid trained member of staff will be able to help.



Once you have familiarised yourself with this booklet, please return it to the school office at the end of your visit.