



STAFF INDUCTION

Facilities

Timetable of the day

The school building is open from around 7.30am each day, the staff car park is available for you to park in.

The school is open for wraparound care from 7:45am to 5:30pm.

A member of the Senior Leadership Team locks the school building at 5:45pm each evening.

We run extended provision for children before and after school in the form of Breakfast and After School Clubs.

More information and the current timings can be found here:

Breakfast / Afterschool Club:

<https://bowbrookprimary.co.uk/home/joining/breakfast-after-school-club/>

School Day Timetable:

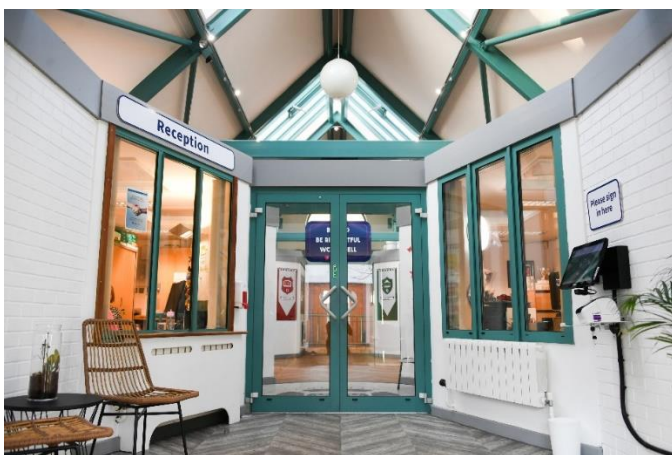
<https://bowbrookprimary.co.uk/home/joining/opening-times-timetable/>

Arrival and End of Day Procedures:

Please see the Classroom pages on our website for Arrival and End of the Day points.



Our Building



You may have already received a school tour during the recruitment process.

Our school building is entered via the reception lobby, where you'll find the school office, Hall, Headteachers Office



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and Staffroom nearby. Nursery, reception and Year 1 classrooms are downstairs. KS2 Classrooms are located upstairs.

The Studio- Our Studio space is a great place for dance and movement. We use our Imagination Playground equipment in here.

Technology Room-We have a designated Cookery room upstairs.

Library-Our school library is also located upstairs.



Arrangements for Lunch

You may eat your lunch in the staffroom or another space within school. You have the option to purchase a dinner from our school kitchens, payment for which will need to be made via Arbor (our communications and payment system). The School Office can help you with this.

Staffroom

You are welcome to use the Staffroom and use the fridge to keep your packed lunch in. There is also a work bench for computer use. Our staff take care to ensure this a relaxing and comfortable space for everyone.

Where do Personal Belongings go?

You may use the staff room or the cupboard in the classroom.

Stationary and use of School Equipment

If stationary is required, please visit the school office. The use of school IT is subject to our acceptable use policy (see IR Policies).

Printing



We have a photocopier on the ground floor.

Your access card will access the security doors in school and also the photocopier.



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To initiate your card for the first time swipe it on the square grey swipe pad on the copier and enter into the machine when asked for your network log in details.

Username: firstname.surname

Network Password: Given to you in due course