



## Firwood High School

### WELCOMES YOU!

A Warm Welcome to all.

Please find below and overleaf information you may find useful.

#### Contacts you may need:

Head of School	Dawn Evans
Chair of Firwood School Advisory Committee	Pip Hoyes
Chair of Woodbridge Trust	Heather Scott
Executive Head Teacher	Debbie Coburn



#### Safeguarding

If you have a safeguarding concern you should inform:

Designated Safeguarding Lead: Alex Fairhurst

Deputy Safeguarding Leads: Dawn Evans/Julie McAlister

Assistant Heads: Jenny O'Neill/Lyndon Haworth/David Hartley



## POSITIVE BEHAVIOUR POLICY

Some of our students at times can display behaviours that challenge. These students are identified and staff, parents and students will have contributed to and use an Individual Behaviour Plan to ensure positive behaviours are modelled and promoted at all times. The behaviour policy is available on request.

### ALARMS

#### FIRE ALARM

A 'voice alert' indicates the fire alarm and the need to immediately evacuate the building.

The fire evacuation procedure and plan for Firwood School are displayed in every room. Please familiarise yourself with the information provided and establish your means of escape.

If you are a visitor in school, please follow the instructions of the member of staff you are with or refer to the back of your visitor badge.

**ON NO ACCOUNT SHOULD ANYONE RETURN TO THE BUILDING FOR ANY REASON WHILE THE ALARM IS SOUNDING – YOU WILL BE INFORMED WHEN IT IS SAFE TO RETURN.**

#### INVACUATION – indicates a risk outside of the building

If you see a message on the computer screen or whiteboard informing you of either a red, orange or green alert this indicates an invacuation procedure will need to take place. If you are inside the building remain where you are. If outside proceed into the school building immediately and await further instruction. Please refer to the invacuation policy in every classroom.



