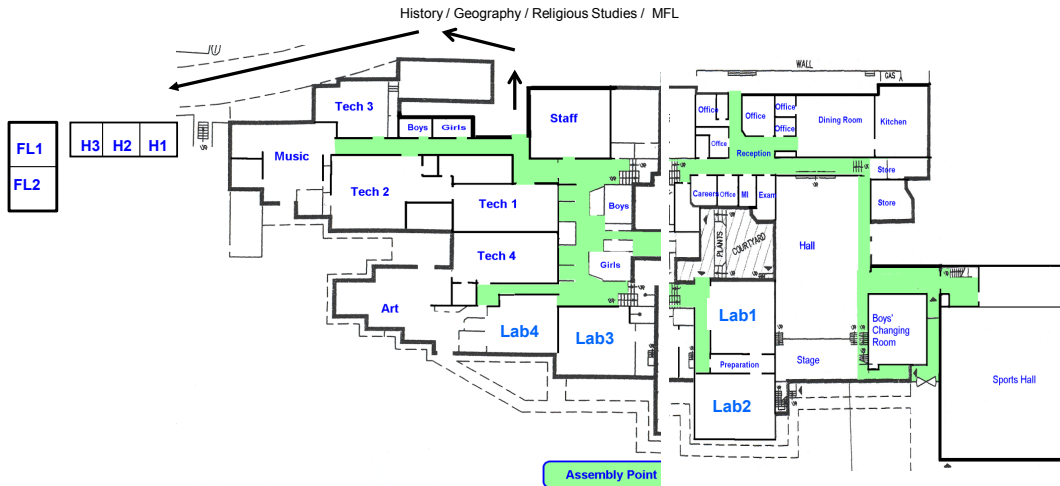
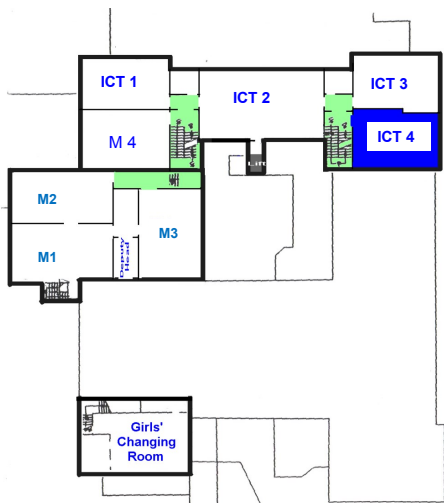


Wigmore High School

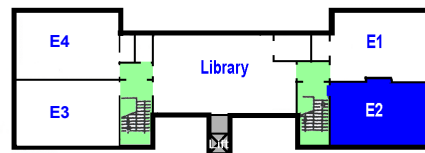


Lower and Ground floors

Middle Floor



Top Floor



Wigmore School Visitor Information

Safeguarding



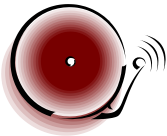
Mrs Amanda Townsend is the designated person with responsibility for Child Protection at Wigmore School. If she is not available please see Mr Dean Curtis or Mrs Sarah Steer. Any Child Protection issues MUST be reported immediately.

Security



All visitors must report to reception to sign in and collect a visitor pass. Please wear your visitor pass at all times. Staff have the right to ask for identification from any person on site. You must not enter any area of the school unaccompanied.

Emergency Procedures



In the event of a fire alarm the bell will ring continuously. If the alarm sounds please proceed to the designated assembly point (school field) immediately. All visitors must report to the receptionist , who will be holding the visitors signing in book. No attempt should be made to leave the site until advised to do so. DO NOT re-enter the building until directed to do so by the Fire Officer.

Mobile Phones



Please do not use your mobile phone during your visit. You may hand your phone into reception if you wish, if not please keep it out of sight at all times.

E safety



To ensure e safety at Wigmore School we monitor use of the internet by all staff, pupils and visitors. Please ask to see our e safety policy if you require more details. If you have any concerns about e safety during your visit please report these to reception immediately.

No Smoking

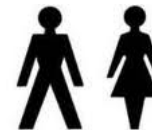


Wigmore School is a no smoking area. Smoking is not permitted in any area of the building or grounds.

Health and Safety



Wigmore School has a duty of care to all persons on site. This includes visitors as well as employees and pupils. All injuries / incidents that occur on school premises must be reported to reception.



Visitor Toilets

Please ask at reception for directions.



First Aid

If you require first aid during your visit please ask at reception.