

## **BIRKDALE SCHOOL CORE VALUES**

Every community needs certain core values to underpin its life. These core values must be accepted by the members of the community. The ultimate consequence of a community having no agreed values or of disregarding its own fundamental principles is a form of anarchy. Birkdale is a Christian school and therefore its core values emanate from that world view.

The values which should mark life at Birkdale are:

- Care and respect for all.
- Commitment to each other and to the school.
- Pursuit and celebration of excellence.

## **THE SCHOOL DAY**

- 8.40 Registration
- 8.50 Prayers
- 9.15 Period 1
- 9.55 Period 2
- 10.30 Break
- 10.50 Period 3
- 11.25 Period 4
- 12.05 Period 5
- 12.40 Lunch
- 1.50 Period 6
- 2.35 Period 7
- 3.10 Period 8

It is important that you arrive punctually to registration and all lessons.

## **THE SCHOOL WEEK**

- Monday Whole School Prayers
- Tuesday Form Period
- Wednesday Middle and 6th Form Prayers
- Thursday House Prayers/Form Period (alternate)
- Friday Whole School Prayers

## **USEFUL TELEPHONE NUMBERS**

- |                       |   |
|-----------------------|---|
| Childline             | 0800 1111 (call free day or night)          |
| The Mix               | 0808 808 4994 (11am - 11pm every day)       |
| Samaritans            | 116 123                                     |
| Footprints Connection | 0114 258 7495 (Counselling with Compassion) |

## GUIDELINES FOR PUPILS

The main purpose of the following guidelines is to help us, as a community, to live up to our core values.

### 1. Respect and care for others

- a) All relationships at Birkdale should be marked by respect and courtesy.
- b) Bullying, whether physical or verbal, is the single most serious offence against the community, and it will be dealt with firmly. Bullying is the wilful, conscious desire to hurt, threaten or frighten someone.
- c) All of us need help from time to time. Part of our pursuit of excellence is the wish to be seen as helpful and considerate.
- d) Foul or abusive language should be avoided at all times no matter what the provocation.
- e) Personal relationships. Ostentatious displays of affection between pupils, which draw attention to the individuals concerned and cause embarrassment to others, should be avoided.

### 2. Respect for property and the environment

- a) Stealing property is a very serious offence and could lead to your leaving the school.
- b) We are all responsible for maintaining the high standard of our physical environment. This means taking care not to cause damage, reporting any damage to the appropriate person (whether it has been caused accidentally or deliberately) and not dropping litter.
- c) Text books and library books must be looked after carefully and returned at the appropriate time.
- d) It is inadvisable to bring large amounts of money or expensive items to school. If it is unavoidable, ask a member of staff to look after the item. Musical instruments should be kept in the Music store.
- e) At the start of PE & Games, money and any other valuables *must* be handed in to a member of staff.
- f) For reasons of Health and Safety, pupils may not normally carry bags around the site during the school day.
- g) There must be no buying or selling between pupils, except within the auspices of the Enterprise Club overseen by a member of staff.

- h) Personal sound systems, headphones and earbuds should not be seen or used during the school day unless specific permission has been granted by a Senior Tutor.
- i) Pupils may bring phones into school. However, they may not carry them around school at any stage. They must be deposited in lockers at the start of the day and remain there until the end of the day. Anyone found to have a phone on them at any other time will have their phone confiscated. Misuse of a mobile phone will be treated as a very serious issue. Videos and pictures may not be taken during the school day without the express permission of a member of staff.
- j) Snowballing is forbidden on the school campus but may be allowed in the Paddock at the discretion of the member of staff on duty.

### **3. Health**

- a) Smoking kills. Smoking and the possession of tobacco in whatever form is forbidden. This includes any form of e-cigarette.
- b) The possession or use of illegal drugs threatens the well-being and quality of life of individuals and the community. Breach of this will be viewed very seriously.
- c) The possession or use of alcohol is prohibited.

### **4. Uniform**

- a) Birkdale has a very good reputation for the appearance of its pupils. Uniform should be neatly adjusted, worn both on arrival and departure from school, and for all school activities (unless directed otherwise).
- b) Hair should be neatly cut avoiding extremes. Heads of Section will advise pupils whether their hairstyle, or any proposed change, is acceptable. The Head of Section may choose to consult the Deputy Head, who shall ultimately be the judge of what is, and what is not, acceptable. The spirit of the above also applies to other aspects of personal presentation.
- c) In hot weather, permission may be granted by the Head Master to adopt summer uniform. Under these circumstances, jumpers must not be worn. Jackets may be removed. Ties must be worn. Shirt sleeves may be rolled up neatly if jacket removed.
- d) At the discretion of the Head of Middle School, a pupil may wear a tie which has been awarded as a representative honour in place of their school tie.

## 5. Arrival, departure and attendance at school

- a) Pupils should arrive punctually for registration before 8.40am. The school has a legal duty to complete the register accurately and to promote attendance. Individual attendance records appear in your report. Repeated failure to arrive punctually is a serious offence and if unjustified will lead to a Friday detention.
- b) Pupils should pay particular care to their own safety on the roads around school. Pupils waiting for buses should do so in an orderly and quiet fashion, and with consideration for other members of the public.
- c) It is very important that any pupil who arrives at school after the register has been called, or leaves before the end of the school day, must report and sign in/out at the School Office. The school needs to account for everyone in an emergency.
- d) Pupils in S1-S5 may not leave the school campus without permission during the school day.
- e) If a pupil is unwell, his parents need to phone as soon as possible in the morning to tell the school. The pupil should, on his return to school, bring a note from his parents, which should be handed to the Form Tutor. He should only be absent if the reason is unavoidable. (Allowing a child to be absent without good reason is against the law. Every half-day absence from school has to be classified by the school (not the parents) as either “authorised” or “unauthorised”. This is why written information about the cause of each absence is always required.)  
  
Written permission to miss school, for reasons other than illness, should be sought in advance from the Head Master using the formal leave of absence form – also available via the school website.
- f) While in school, all pupils will follow the published timetable and attend classes or activities punctually. In addition, all pupils are expected to honour their commitment to school fixtures and other official activities, including Open Days, which are arranged on Saturday mornings and weekday evenings.
- g) Any pupil who is ill should report to the School Matron.

## 6. Bounds

The following areas within the school are out of bounds:

- a) The path to School House.
- b) The main entrance to the School.
- c) All roofs.
- d) All lawns and gardens unless specific permission has been given.

- e) The laboratories and workshops are not to be entered unless a member of staff is present.
- f) The Grayson Building, with the exception of the ground floor classroom corridor, is out of bounds to all members of the Lower and Middle school outside lesson times, unless they have an appointment with a member of staff, or need to visit one of the top floor rooms (Director of Studies, Assistant Director of Studies, Head of Learning Support, Head of Careers, Careers Library).
- g) The Johnson Building and its grounds are out of bounds to all members of the Middle school outside lesson times, unless they have an appointment with a member of staff.
- h) Pupils who see someone unfamiliar on the school campus, or are approached by an unfamiliar person in the vicinity of the school, should contact a member of staff immediately.
- i) A rota detailing use of the various play areas is published each term.
- j) One way systems in Oakholme, Endcliffe and Johnson are to be respected, for safety reasons.
- k) The Paddock may be used by S4 and S5 from the start of the second half of the Easter Term to the end of the first half of the Christmas Term when the green PADDOCK sign in the Endcliffe lab is posted. S3 may use the Paddock when S5 go on study leave in May. The Paddock may only be accessed by the road opposite Endcliffe. The area permitted is the grass area and the road which surrounds it. The vending machines and all other student facilities at the Edge are out of bounds. The Paddock is only to be used at lunchtimes and prompt return for afternoon lessons is vital.

## **7. Forbidden articles**

Pupils are not allowed to have in their possession any of the following:

- a) Any offensive weapon, including knives of any type, catapults etc
- b) Fireworks
- c) Matches or lighters
- d) Tobacco, alcohol or any illegal drugs
- e) Chewing gum

## **8. Rewards and sanctions**

At Birkdale, we believe in celebrating and rewarding our pupils' achievements. Each part of the school has its own system of rewards. In the Lower and Middle School (S1 – S4), house points may be awarded for good work, effort or contributions to the School community, and Amazon vouchers are awarded termly at the discretion of the Deputy Head Master. In addition, prizes are given from time to time for outstanding academic and extra-curricular achievements. We also aim to use punishment fairly and appropriately as a constructive means of helping pupils to improve or to correct misbehaviour. In doing so, we seek to protect the interests of individuals and of the community as a whole.

Pupils who produce poor work may be dealt with as follows:

- Repetition of work on red lined paper, to be signed by a parent and the Form Tutor
- Detention after school on a Tuesday evening (4-5pm)
- Saturday morning Detention - for repeated poor work

Pupils who misbehave will be dealt with appropriately. Sanctions may include:

- An essay or lines
- Break or lunchtime detention
- Lunchtime drill
- Deputy Head's detention on Friday evening after school (4-5pm)
- Saturday morning Detention

Where the Head Master deems a pupil's misconduct to be sufficiently serious, he reserves the right to suspend, expel or require that pupil to leave the school.

## **9. Use of the email and the internet**

At Birkdale, we teach all our pupils to use the internet in a safe and responsible way. Where appropriate, we also encourage them to use the internet as a research tool. To encourage its proper use, we only allow access from computers in supervised, public areas. This acts as a deterrent for timewasting or searching for undesirable material. We also use a filtered feed from our internet service provider, which prevents access to material known to be inappropriate. We can provide email addresses for pupils. When we do, we ask that the pupil signs an undertaking to use the service in a proper way. Pupils are also advised not to give out personal details online.

For their own safety and the good name of the school, pupils may only use an email account and/or the internet if they agree to the School's Acceptable Use Agreement.

## ICT ACCEPTABLE USE AGREEMENT

### General guidelines:

School computers, internet access and e-mail are provided to support pupils and teachers in the pursuit of their academic studies and to allow efficient communication and access to information for educational purposes.

The efficient working of the computer network depends on the good sense and co-operation of all users.

### **Guidelines for the use of the School Computer network:**

- I will only use ICT systems in school, including the internet, email, digital video, and mobile technologies for school purposes.
- I will not download or install software or apps on school equipment.
- I will only log on to the school network, other systems and resources with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone.
- I will only use my school email address within school and for sending school work.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal, either inside or outside school. If I accidentally come across any such material I will report it immediately to my teacher.
- I understand that the school will report any illegal online material to the police, including racist, homophobic, religious hate or terrorist material, or anything promoting them.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/or staff will only be taken, stored and used for school purposes with their permission and in line with school policy and must not be distributed outside the school network without the permission of the Head or Deputy Head.
- I will ensure that my online activity, both in school and outside school, will not cause the school, the staff, pupils or others distress or bring into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I will respect the privacy and ownership of others' work online at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet, email and other related technologies is filtered, monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents will be contacted.

### **Personal Safety:**

In order to ensure that all users are safe whilst using the school network we ask you to respect the following rules and guidelines:

1. I will not put my or any other person's personal information on the internet. This includes such things as names, addresses, contact information, school or work addresses.
2. I understand that it is unwise to contact or communicate with people that I do not know over the internet. It is not always possible to establish whether or not the person introducing him/herself is who they seem to be. Should someone try to contact me I agree that I will inform a member of staff immediately. I will **never** agree to meet anyone that I have met over the internet without my parents' approval.
3. I will be respectful in all communication using the school network. I will be respectful and use appropriate courtesy and language in all communications. If I receive any communication that contains offensive language, or which makes me feel uncomfortable, I will inform a member of staff immediately.
4. The school wants to provide good computer facilities to support the pupils and students within its community. In doing this it has a duty to provide a safe environment for all users and for this reason I understand that the use of the school network is monitored.

#### **POLICY ON BULLYING**

The school policy is part of a campaign to combat bullying. It aims to inform teachers, pupils and parents of the attitudes of the school towards bullying and of the strategies that will be used to prevent it. Bullying is the wilful, conscious desire to hurt, threaten or frighten someone. It can be physical and/or verbal in nature. It may involve teasing and taunting, intimidation, extortion and physical assault. The weapons of the bully are threat and fear. Birkdale views bullying extremely seriously.

#### **Strategies for the victim**

1. First of all understand that "not telling" is playing by the bullies' rules. Tell your parents and/or a member of staff.
2. Identify the person, places, times when bullying takes place. Until the situation is resolved, is it possible to avoid those circumstances?
3. Don't buy the bully off with "presents".
4. Don't just "put up with it".
5. Victims should not retaliate or rise to the bait. It gives the bully an excuse.

#### **Strategies for other pupils**

1. When someone is being bullied or is in distress, take action. Watching and doing nothing is supporting the bully.

2. Pupils should inform an adult immediately if they do not wish to become involved themselves.
3. Do not tolerate bullies in the same social group. Only accept people who do not bully others. Bullies will soon stop if they are socially excluded.
4. All pupils have a role to play in preventing bullying. Prefects and Monitors have a particularly important part to play in noticing and reporting bullying.

## **SCHOOL UNIFORM**

Uniform at Birkdale is intended to be distinctive, but of a straightforward design, with a careful balance being maintained between quality and economy. Items marked # are obtainable only from John Lewis. Items marked \* may be obtained elsewhere but are also stocked by John Lewis.

All pupils must have all their garments (including underclothing) clearly marked with name tapes to reduce loss and discourage indiscriminate borrowing. Shoes may be marked with a name tape attached with a special adhesive, and football boots with a hot skewer.

It is hoped that the descriptions are clear, but if there is doubt, parents are asked to seek guidance from the School. Your full co-operation in complying with this list will be greatly appreciated, as it is often the loose interpretations and “marginal” fashions which cause the greatest problems with overall appearance and tidiness.

### **Lower and Middle School (Forms S1 to S5)**

# Senior School polyester/wool jacket  
 # Senior School tie  
 plain grey v-neck pullover (optional)  
 \* white shirt  
 \* plain grey or black trousers  
 anorak or topcoat; should be plain and single colour  
 # apron (for Design Technology)  
 dark grey or black socks  
 plain black leather shoes (not boots or trainers)  
 # Good News Bible

#### **Sportswear**

Rugby/Soccer: # School colours shirt (reversible)  
 # navy blue rugby shorts with a draw-string waist  
 # School colours socks football/rugby boots  
 PE and Summer Games: # School shirt  
 \* white shorts  
 white socks  
 Cricket (needed only by boys selected for school matches): white sweater long white

trousers  
white socks  
cricket boots  
All Sports: # School tracksuit  
gym or training shoes (non-marking soles)  
swimming trunks  
towel (for use after PE, rugby/soccer and swimming)

## **SCHOOL WORK AND ROUTINES**

In their time at Birkdale pupils are encouraged to develop a pride in what they can achieve.

### **1. Classwork**

Each piece of work should start with a title (underlined) and a date. Crossing out should be by way of a ruled line, or water based correction fluid. Exercise books should be labelled clearly with name, form and teacher. It is helpful to note the days of the week upon which lessons take place and the day upon which homework is set on the front cover.

Teachers appreciate an active contribution in class but pupils are asked to put up their hands if they wish to make comments or ask questions. Every pupil has got something interesting to say and each deserves to be listened to by other members of the class.

If one pupil is late there is disruption for a whole class. If one pupil misbehaves then time is lost while the teacher deals with the matter. If one piece of work is handed in late a teacher wastes time, which could be used to help other pupils, trying to obtain the work and then marking it separately.

### **2. Homework**

Homework is set each night. The amount of time to be spent varies between about one hour in the first two years and two hours or more in the GCSE years; homework should take first priority each evening. Pupils should use their homework diaries to organise their work schedules. Planners may be checked by Form Tutors from time to time.

### **3. Grades**

The grade system gives pupils a chance to monitor their own progress. Grades are given for attainment and effort about five times per year. Each set of grades is reviewed with pupils by form tutors or senior staff.

## **EFFORT GRADES**

Effort grading for homework (S3-S5):

**O Outstanding/Excellent**

Develops work independently in the light of research and advice. Demonstrates a wider interest in the subject. Pride taken in presentation of work. Personal best for the pupil.

**V Very Good**

Work is well presented and it is evident that much time and care have been devoted to it. Will persevere with a problem until it is resolved.

**G Good**

Shows evidence of time, care and effort appropriate to the task.

**S Sufficient**

The minimum effort required to avoid being asked to repeat the work. Improvement is expected in line with comments made by teacher.

**U Unsatisfactory**

Reasons for this include: insufficient work/incomplete work, care not taken in presentation. **Work should be repeated.**

Effort grading for class performance (S3-S5):

**O Outstanding/Excellent**

Contributes well in class and is keen to know more about the subject. Prepared to ask questions and act on advice. Keen to participate in discussion. Very perceptive at listening and responding to others. Happy to evaluate own work and develop it in the light of further research and advice.

**V Very Good**

Contributes well in class and shows enthusiasm and a willingness to learn. Will persevere with a problem until it is resolved, asking for help when necessary. Supportive of peers. Can need encouraging to review own work but responds well to guidance. Works effectively in a group and is keen to communicate.

**G Good**

Is attentive and will contribute in lessons. Contributes sensibly to group work. Prepared to ask for help to clarify understanding. Needs prompting to do extra work/review his own work, but develops this with help.

**S Sufficient**

Will contribute in lessons if prompted. Lacks confidence. Generally able to work on his/her own without supervision. Sometimes contributes in group situations. Does not often ask for necessary help to clarify understanding.

**U Unsatisfactory**

Classwork is rarely completed to an acceptable standard. Unable to work constructively either alone or in a group without frequent supervision. Displays an indifferent/negative

attitude towards learning and is unresponsive to help and guidance.

## **ATTAINMENT GRADES**

### **Attainment grading for homework:**

For S3:

10	Outstanding work that is hard to improve upon
9/8	Very good standard
7/6	Good/quite good standard
5	Satisfactory standard
4	Below satisfactory
3/2/1	Unacceptable
0	Task totally misunderstood

For S4 and S5:

A	Excellent/very good
B	Good
C	Satisfactory
D	Very weak
E	Unacceptable

## **4. Deadlines**

Coursework and project work, whether for GCSE or in earlier years, has to be completed on time. Pupils who leave things to the last moment do not produce good work. Teachers may refuse to mark work which is handed in late.

## **REVISION GUIDELINES**

Revision will become increasingly important as pupils move through the Middle School. The most effective form of revision is regular review of work covered as the year progresses (rather than a three week splurge just before the exams start).

The key to effective revision is careful organisation.

- Plan your holiday and term time available
- Sub-divide the different subjects into manageable chunks
- Aim to work for about 30 minutes per subject at one sitting
- Have regular breaks
- Plan in free time for guilt free recreation
- Vary the type of revision - re-writing notes, postcard system, doing mock questions, testing yourself etc
- Listen carefully to the teacher's instructions about how the exam paper will be structured, time allowed, type of questions etc

If you need help organising your revision, ask your Form Tutor or Subject Teacher.

## **OUTDOOR EDUCATION**

The aim of the Outdoor Pursuits activities at Birkdale is to encourage all pupils into less structured, more challenging situations which will stimulate important skills such as:

- Personal organisation
- Leadership
- Teamworking skills
- Self-reliance
- Perseverance etc

S3: The training for the S3 Camp (compulsory) will begin in the second half of the Easter Term. The Camp itself will take place in May and will form the training expedition of the Bronze Duke of Edinburgh Award. Pupils will then choose whether they wish to participate in the Duke of Edinburgh Award Scheme and go on the Bronze expedition later in the Summer Term.

S4: The six day camp in Wales will build upon the skills developed in earlier years. Part of this camp will be a training expedition for the Silver Award. Other activities which make up the week include water activities, climbing and gorge walking. Pupils will not be placed in friendship groups and will be challenged, through the 'diary system' and final review, to reflect upon their experiences.

## **EXTRA CURRICULAR ACTIVITIES**

Birkdale offers a huge variety of different activities, clubs and societies. Make use of the opportunities open to you. Don't vegetate - get involved whether it's in assisting back stage for drama productions, or in Music, or Debating or in the Duke of Edinburgh Award scheme. Whatever the club, team, group, you will benefit from your involvement.

## **NON-EXAMINATION ASSESSMENTS**

The following document has been produced by JCQ (The Joint Council for Qualifications) on behalf of all the exam boards, and tells you about some things you must and must not do when you are completing your work. For the most up-to-date version of the document, please refer to the JCQ website <https://www.jcq.org.uk/exams-office/information-for-candidates-documents>.

**When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that:**

**“the work which you submit for assessment must be your own”;**

**“you must not copy from someone else or allow another candidate to copy from you”.**

When producing a piece of written work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.geocases2.co.uk/rural1.htm>), downloaded 5 February 2018.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

**If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.**

#### **Preparing your work – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don’t leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst

you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

### **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

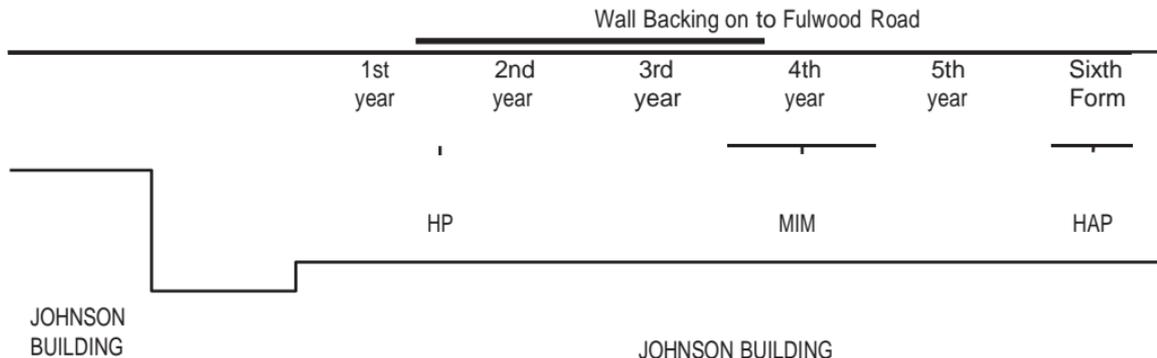
- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

# BIRKDALE SCHOOL FIRE DRILL PROCEDURE ASSEMBLY POINTS

## JOHNSON BUILDING (TARMAC AREA)



### ANY PERSON DISCOVERING A FIRE

1. Sound the alarm
2. DIAL 999 to call the Fire Brigade 9- 999 if using school phone
3. Inform a member of staff

DHT  
Secretaries and

PSO  
Staff not

### ON HEARING THE ALARM

4. Leave the building by the nearest route
5. Close all doors behind you
6. Walk quietly to the Assembly Points next to the Grayson Building

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Y in the space marked for your Form  
1st to 5th Form in TWO columns 6th Forms in ONE column

non-teaching  
staff

attached to  
forms



