

This leaflet contains essential information to ensure your visit to our school is safe and successful.

### Names of Key Staff:

Miss Rimah Aasim - Headteacher  
Mrs Sophie Wilton - Deputy Headteacher  
Mrs Maeve Birdsall - Assistant Headteacher  
Mrs Hayley Duffy - Assistant Headteacher  
Mr Michael Vaughan – Office Manager  
Mrs Lynda Bland - Admin Assistant

Mr Jason Bedford – Site Superintendent (Mittie)

### Designated members of staff for Child Protection are:

Mrs Karen Jones - Family Support Co-ordinator  
Miss Rimah Aasim - Headteacher  
Mrs Sophie Wilton—Deputy Headteacher  
Mrs Jane Dodds - Attendance and Family Support Advisor

If you have any concerns about a child's welfare, please discuss your concerns with a designated member of staff. Concerns should be recorded on a Cause for Concern form; blank forms are available in the staff room/School Office.

## Welcome to



Co-op Academy  
Oakwood

## Important information for visitors and visiting staff



### Accident or Illness

In the event that you may be in need of First Aid during your visit, there are staff qualified in Emergency First Aid available throughout the school.

### The Senior Appointed First Aiders are:

Tracey Hosty  
Christine Cole

All accidents, no matter how small, must be entered in the Accident Book held in the school office. Near Misses and Dangerous Occurrences should also be reported on a Near Miss Report Form held in the school office.

If you are working with our children please ensure you have asked key staff about any individuals who require extra support. A number of children have underlying medical conditions that require close monitoring.

### Site Safety

Any concerns about the school site should be directed to the school office.

**Fire Evacuation Procedures**—are outlined overleaf

Principal Building Fire Marshall:

Miss R Aasim, supported by Superintendent (Jamie Fotherby).

**The warning in case of fire at Co-op Academy Oakwood is a continuous siren.**

**The warning in case of sprinkler activation at Oakwood is a continuous bell.**

### On hearing the alarm you must:

**Exit** via the nearest available exit. Proceed to the appropriate assembly point.

### You must not:

Stop to collect briefcases, bags, papers or any other belongings.

Return to the building until you are told by the Principal Building Fire Marshall that it is safe to do so.

### If you discover a fire:

Or suspect that one has broken out; you should raise the alarm by breaking the glass of any red alarm activation point and then proceed to evacuate the building as detailed above.

### All visitors should assemble on the main playground at the front of the building at the assembly point marked V/H.

If you are working as a class teacher you should line up at the assembly point with your class. Please ensure you are aware of any children who have individual evacuation plans. Please note the assembly points for the Foundation Stage are located at the back of the building.

Should you suffer from any disability or impairment that may require additional provision to be made for your safe evacuation in the event of an emergency, you are requested to inform the Office upon your arrival.