



Bengeworth CE Academy

Visitor Information

Welcome to Bengeworth CE Academy.

We are a split site school based in two separate buildings:
Burford Road setting – Reception and Year 1 (WR11 3HB)
King's Road setting – Year 2 to Year 5 (WR11 3EU)

For your safety and the safety of our pupils, please take a moment to read the information contained in this leaflet.

Headteacher: Mr David Coaché
www.bengeworthacademy.co.uk

Tel: 01386 442047

Visitors' Passes

For security reasons, please ensure that you sign in to our visitors' book and wear your lanyard/visitors' badge at all times when in school. Please also ensure that you sign out when leaving so that we know who is in school at all times. It is important that visitors sign in separately at both settings.

Fire Procedure

The school's fire alarm is the continuous ringing of the school bell. In case of fire, please leave all belongings and leave the building by the nearest exit, guiding any children you may be working with. The fire assembly point is on the main playground outside the back of the school at both settings where a register will be taken.

Toilets

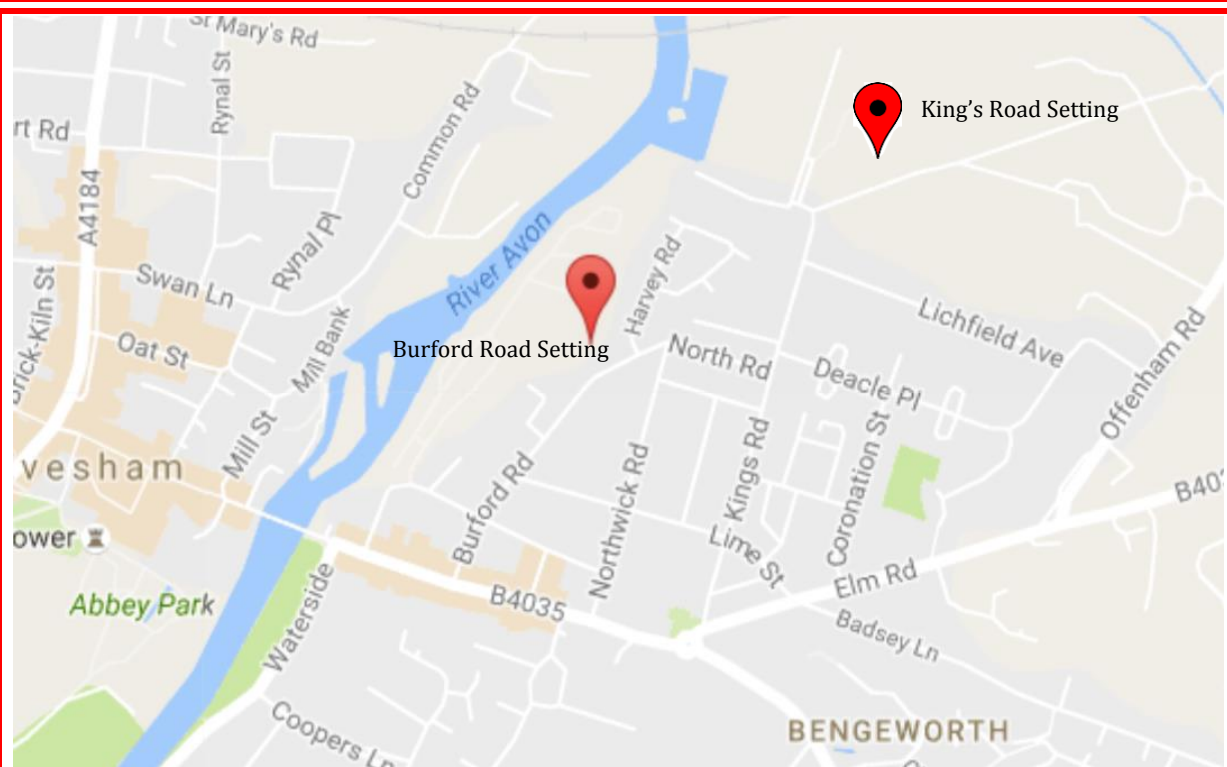
Toilets for adults and visitors are located off the library area at Burford Road (including the disabled toilet) and in the corridor opposite the hall at King's Road.

Safeguarding

The school's Designated Safeguarding Lead is Kirsty Shaw. The deputy Safeguarding Leads are David Coaché (Headteacher) and Hayley Potter (Deputy Headteacher). If you have any safeguarding concerns, or if a child has disclosed something to you which you feel may be a safeguarding issue, please ensure you pass the information to the above people immediately. You may be asked to record your concerns in writing on the school's safeguarding form. The information must not be shared or discussed with anyone else.

Mobile Phones

Whenever possible, please switch off mobile phones or set them to 'silent' to avoid disturbing learning. Please do not take photographs of children on mobile phones.



Directions from Burford Road setting to King's Road setting (by car)

From the front entrance of Burford Road setting, with the school on your left, continue on Burford Road and on to North Road. At the junction with King's Road, turn left. The King's Road setting is at the end of King's Road through the large double gates.



Burford Road

Directions from Burford Road setting to King's Road setting (on foot)

Turn left when leaving through the front entrance of Burford Road setting. Cross over the junction of Burford Road with Harvey Road on to North Road. As the road turns to the right, take the footpath to the left between the houses. The King's Road setting is directly in front of you at the top of the footpath.



King's Road

Directions from King's Road setting to Burford Road setting (by car)

From the main gates, turn right (no left turn) and then immediately left. Take the second right turning onto North Road and follow the road down and to the left. The Burford Road setting is situated on the right hand side, just after the junction of Harvey Road.

Directions from King's Road setting to Burford Road setting (on foot)

From the main gates (or adjacent pedestrian gate), cross the road and take the footpath situated on the corner. At the bottom of the footpath, turn right and cross the junction of Harvey Road. The Burford Road setting is on the right.