

Welcome To Reading Girls' School



Safeguarding Children

Safeguarding is a key priority and we require visitors to comply with safeguarding guidelines. Our policy and contacts are available on the safeguarding section of our website. If you are regularly helping in school, a check will be needed from the Disclosure and Barring Service to ensure our Safeguarding Children rules are adhered to. If your organisation does not organise this for you, you will be given a form to complete and return with proofs of identity and address. Please note, proof of identity needs to be brought on every visit.

We believe safeguarding and promoting our students' welfare is everyone's responsibility and we work together as a team to achieve this. We listen to our students and take seriously what they tell us. Should you have any concerns about the safeguarding or well-being of a child please contact the safeguarding team at safeguarding@readinggirlsschool.net as a matter of priority.

Designated Safeguarding Lead



Nicola Dobbs

[Vice Principal](#)



Juliet McLeod

Senior Pastoral Leader



Debbie Jewell

SEMH Learning Mentor



Lisa McCarthy

SENCO/Assistant Principal

Signing in

All visitors must report to Reception to sign in and be issued with a visitor's pass. Please allow a few minutes for the sign in process. **You will** be asked for proof of identity so please have your driving licence or similar photo ID with you. If you have a DBS check and you/ your organisation have not completed an annual vetting statement with RGS, please show your DBS it to the reception staff. Reception will tell the person(s) you are visiting that you have arrived and either they will come and collect you, or you will be taken to them by student helpers. **For Safeguarding purposes, please keep your visitor's lanyard on at all times.**

Please be aware, Reading Girls' School is a non-smoking site and energy drinks are not permitted.

The timing of the school day

08.30 Registration / Assembly / Academic Mentoring
08.50 Lesson 1 (9.50: 5 minutes transition time)
09.55 Lesson 2
10.55 Break
11.15 Lesson 3 (12:15 5 minutes transition time)
12.20 Lesson 4
13.20 Lunch Break
14.00 Lesson 5
15.00 End of School day

Toilets

There are toilets for staff and visitors throughout the building. Staff will advise you of the closest facilities.

Personal Belongings

If you wish to leave your personal belongings in a secure place, please ask the staff you are working with where you can leave coats, bags, etc.

Fire Alarms

The bell rings continuously if there is a fire alarm. Everyone should leave the building in an orderly fashion and assemble in the games area next to the playground where the registers and list of visitors will be checked to ensure everyone is safe.

First Aid

In the event of First Aid being required, the member of staff will send a message to reception stating the location of the incident and a brief description, and a first aider will be deployed to assist Health & Safety Any accidents, incidents or concerns over health and safety should be raised immediately with a member of the RGS staff.

IT

All classrooms have interactive screens with built in speakers, and a projector and speakers are available for use in the Main Hall. These all connect via HDMI or VGA. We find most visitors prefer to use their own laptops for presentations and so on, and a guest Wi-Fi log on is available if needed. Please note that our systems are locked down and USBs are not usable in school.

Activities and Getting the Best from our Students

If you are working with the students, please make the sessions as interactive as possible to keep the students engaged. If you are doing a presentation, even a couple of minutes to confer about points raised with a neighbour can enrich the experience for the students. When calling students to order after an activity or discussion, counting down to 'Silence in 3-2-1' can be used.

All students should follow the school's LEARN code, and it can be useful for you to be aware of.



Supervision of Students

If you are working with students, staff will always be available to assist and to supervise the students. Feel free to remind students of the LEARN code, and do ask the staff if help is needed as they may be keeping an eye on a different part of the class.

Refreshments

Students are allowed water only in lesson time, particularly in computer and science rooms, so we would be grateful if you could also follow this rule. Refreshments will be provided for your visit if you are working in school over a break time. Please note that the school's canteen is a cashless facility requiring a school ID pass to make purchases.