



## St Peter & St Paul Carbrooke Church of England Primary Academy

Headteacher: Mrs Hannah Wheeler

Church Street, Carbrooke, Thetford, Norfolk IP25 6SW

Tel: 01953 881537 Email: [office@st-peter-st-paul.norfolk.sch.uk](mailto:office@st-peter-st-paul.norfolk.sch.uk) Web: [www.stpeterandstpaulcarbrooke.dneat.org](http://www.stpeterandstpaulcarbrooke.dneat.org)

Hello, and welcome to our school.

We pride ourselves on being welcoming and making everyone feel as 'at home' as we do.

Please take the time to read through this, so that you know what and how we do things here.



My name is Hannah Wheeler and I am the headteacher. I am responsible for many things within school, but also visitors, staff, students, parents, governors and contractors. I am working hard, but always welcome comments and feedback about your visit here.

If you would like to talk to me about anything you have seen, or any concerns you have, please come to my office (turn left from the front door and my room is just there).

I am the Safeguarding Designated Person.

Emma Spaul is the school SENCO. She is responsible for child protection and safeguarding (keeping young people safe from harm, such as illness, abuse or injury) when I am not in school. If you have any concerns or issues, she is the next in line to find. Ask in the school office if you need to see her. She may be in Year 4 class or may be working in the Deputy Headteacher's office (into the building and turn left, and office is down a small corridor on the right).

If you have concerns about me, then please contact our Chair of Governors, Jan Pierson. She can be contacted through the school office, by email or by letter.

I meet with all volunteers to discuss their focus and offer of support, as well as work experience students. Parents are welcome to come in and see me most of the time, but it is expected that they make an appointment wherever possible.

All visitors, staff and governors are requested to wear an identity badge or sticker. Please be aware, we may ask to accompany you if we have not seen formal identification or have acknowledgement that you are CRB/DBS checked.

St Peter & St Paul Carbrooke Church of England Primary Academy will not tolerate any form of behaviour or activity that discriminates on the grounds of gender, family responsibilities, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, colour, race, nationality, religion and belief, ethnicity, disability, age and unrelated criminal convictions. I will ensure that all members of the community are not unjustifiably disadvantaged with regards to the environmental/physical access, publicity, marketing and admissions, curriculum, assessment, discrimination and harassment.

We are a non-smoking site. We pride ourselves on promoting a smoke-free environment.

Should you require any first aid, please see Mrs Marham or Mrs Schofield in the school office.

Please make sure you are familiar with the fire safety/school evacuation procedures.

Many thanks for your time. We hope you enjoy your visit or stay with us.