

## Key School Contacts

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**Mrs Luci Clapton**

Head of School (DSL)

**Mrs Zoe McIntyre** Executive  
Headteacher (DDSL)

**Mr Graham Trotter** Deputy  
Headteacher (DDSL)

**Mr James Mackness** Family and  
Pastoral Support Lead (DDSL)

**Mrs Sue Neighbour** SENCO

**Mrs Linda Morris** Senior  
Administrator

**Mr Sean Croake** Site Supervisor

**Mrs Claudia Wade** Chair of  
Governors  
([Claudia.Wade@emat.uk](mailto:Claudia.Wade@emat.uk))

**Mrs Michelle Betts** Safeguarding  
Governor

Please report any Child Protection or Health and Safety concerns to the main office immediately.

Accidents must be reported to the main office where an Accident Report Form can be completed.

If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs. Each room contains a fire exit map.

Smoking is not permitted on any part of the school premises.

Please remember to sign out and return your visitors' lanyard to the main office before leaving the premises, even if you are due to return

Stimpson Avenue Academy  
Stimpson Avenue  
Northampton  
NN1 4LR

**Phone: 01604 346800**  
**Email:**[office@stimpson.emat.uk](mailto:office@stimpson.emat.uk)  
**Website**<https://stimpson.emat.uk>

# Stimpson Avenue Academy

## Visitors' Information Leaflet



## Safeguarding at Stimpson Avenue Academy

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At Stimpson Avenue Academy our children enjoy meeting new people so we hope that you find you are made to feel welcome by our pupils and staff.

In accordance with current safeguarding guidelines, visitors who are not able to present proof of a valid DBS disclosure will be escorted at all times on their visit. We appreciate your understanding regarding this protocol.

Should you have a Child Protection concern, please ensure that this is reported to the main office immediately so that they may inform the Designated Safeguarding Lead. You will find posters identifying our DSL and deputies throughout the building.

### Confidentiality

Members of staff and Governors have access to confidential information about pupils in order to carry out their role. In some circumstances, the information may be highly sensitive. Confidential or personal information about a pupil or his/her family must

## Health and Safety

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The staff, children and Governors are aware of the need to feel secure and comfortable during their time at our school. We also like to ensure that our visitors are safe, however it is possible for accidents and unexpected events to occur.

### Fire

If you hear the fire alarm sounding, please make your way out of the building immediately by following the green FIRE EXIT signs. Please familiarise yourself with our assembly point on arrival.

- DO NOT return to collect any belongings.
- Please make someone aware should you require assistance in exiting the building.
- DO NOT enter the building again unless you are informed by a senior member of staff that it is safe to do so.
- If You discover a fire, press the nearest fire alarm button and notify a member of staff.

## Accidents/Illnesses

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Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your way to the office, please inform a member of staff about your situation. You may be asked to complete an accident report at this time, if this is appropriate.

### Mobile Phones

The use of mobile phones and electronic devices are forbidden when working with pupils on the school site.

### And finally...

We hope that your visit to Stimpson Avenue Academy is an enjoyable experience and that you find the environment safe, comfortable and welcoming.

If you would like to make any comments about your visit, please email: [office@stimpson.emat.uk](mailto:office@stimpson.emat.uk)