



LANGLANDS SCHOOL

VISITOR INFORMATION

We are delighted to welcome you to Langlands. During your visit to our school, the information below may help answer some queries.

CHILD PROTECTION

Should you need to report any child protection concern, please ask at the office to speak to one of our child protection co-ordinators. Please dial 41490 from any classroom phone and ask to speak to the Child Protection Co-ordinator:



Mr Smith
Head Teacher

Depute Child Protection Co- Ordinator



Mr Jewell
Depute Head Teacher &
Child Protection Co-Ordinator



Mrs MacKay
Depute Head Teacher &
Child Protection Co-ordinator

FIRE ALARM

Should the fire alarm sound (a loud claxon), please follow the fire exit signs. The muster point for visitors is in Langlands Playground. For visitors in room F201 in the main school fire muster point is in the Secondary netball pitch

LOCKDOWN

In the event of 3 tannoy bells followed by the announcement 'North West Campus is safe inside together', this indicates a lockdown and you should stay where you are. If you're in a room, you should lock the door and indicate using a green card that all staff and pupils are accounted for, or mark on a red card that there are staff members or pupils missing. Please avoid any movement around the school. The all clear will be signalled by 1 tannoy bell followed by the announcement 'North West Campus is safe and clear'.

TELEPHONE

Using any internal 'Cisco' telephone, the office can be contacted by dialling 41490. Office staff can assist with any queries, direct your call onwards or contact SLT should you require support. For on call staff please

also call the school office and they will assist you. The external telephone number for the school is 01387 267834.

FIRST AID

Our first aiders in the Main Campus are:

Miss Nisbet (School office) - 42647
Mrs Johnstone (School office) 42601
Mrs Hoskins (School Office) 42604
Miss Donnelly (School office) 42600
Mrs Latimer (SSM) 42606
Mrs Dale (Science tech) 43453

REFRESHMENTS

The school canteen is available for hot/cold drinks, light snacks and hot meals at Lunchtime. They accept cash and card/contactless payment. Pre-order forms can be completed and handed into the kitchen in the morning.

STAFF ROOM

The staffroom is located on the ground floor, where you will also find staff toilets.

SIGNING IN/OUT

Please make sure you have signed in when coming into the school and please make sure you sign out when leaving. There is a peach sign in and out sheet for **supply staff** and for any other visitors please sign in/out on in the blue folder. Please make sure you **always** wear a visitor badge. This will be given to you at reception and should be returned at the end of the day.

Langlands is a nut free zone

