

Executive Principal:  
Rabbi N Wilson



Headteachers:  
Mr B Myers  
(Quality of Education)  
Mrs T Reznick  
(Pastoral)

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בית ספר לבנות  
בית יעקב

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## GUIDE FOR VISITORS TO BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

Welcome to Beis Yaakov Jewish High School Academy

Please take note of the following measures, which are designed to ensure the safety of our students.

### ARRIVAL AT BYJHSA

Once on site, please report to reception. Visitors should only enter the school via Reception.

- At reception, please state the purpose of your visit and who you are meeting. You should be ready to produce formal identification upon request.
- You will be asked to sign into our computerised school visitor system in reception. This takes a photograph and notes your name, organisation, your vehicle registration and who you are visiting.
- You will be required to wear an identification badge which must remain visible throughout your visit.
- A member of staff will be assigned to escort you to where you need to be.
- Please ensure that you **sign out** on each occasion you visit the school. This is done on the screen you signed in on and you will require your visitor ID which is printed on your badge.

## **ACCESSIBLE ADULT TOILET**

This is located in the reception.

## **CULTURAL SENSITIVITY**

Our students and staff are well prepared for life in Modern Britain and are used to meeting people from a variety of backgrounds. If, however, you are concerned as to whether your activity/presentation is culturally sensitive, please speak to your point of contact who will be happy to advise you.

## **ETHOS AND DRESS CODE**

BYJHSA is an orthodox Jewish school, and we ask that visitors to our school dress accordingly. Women are asked to pay attention to their clothing considering the guidelines below:

**Skirts:** Women should wear a skirt. Skirts should cover the knees.

**Tops:** Tops should cover to the collar bone and sleeves should cover the elbow.

**Physical touch** between genders, including handshakes, must be avoided.

## **FIRE EVACUATION**

- Upon hearing the fire alarm, you must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administrative staff.
- The assembly point is on the external playground, at the bottom of the hill, surrounded by green gates.
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

## **FIRST AID**

If you feel unwell during your visit or need first aid assistance, please go to the office reception and a first aid member of staff will be called to assist you.

## **MOBILE PHONES/CAMERAS AND PHOTOGRAPHS**

- Visitors are prohibited from taking any pupils' photographs or videos whilst on the school premises.
- Phones must only be used in connection with your business and when approved.
- Do not leave devices/equipment unattended.
- Please ensure that Bluetooth Capacity is turned off.
- Computers may not be used by visitors unless approved by a member of staff.

## **NUT FREE SCHOOL**

Please note that this is a nut-free school.

## **SAFEGUARDING CONCERNS**

Safeguarding is our top priority. The safety and security of the students, staff and visitors is of paramount concern.

If you have any concerns that a student may be at risk, please report these immediately to our Safeguarding team, who are pictured below

