

# BATTLE ABBEY SCHOOL

[www.battleabbeyschool.com](http://www.battleabbeyschool.com)

## Welcome to our school

Please take a few moments to read this leaflet.

We ask that all visitors comply with the following information, which is intended to ensure the health, safety and security of all visitors, staff and students whilst on the Battle Abbey School site(s).

We are glad to have you visiting us, and hope that your time at the Abbey is a pleasant experience. We hope this leaflet will provide you with some useful advice, and signpost you to procedures when visiting our school.

This leaflet has been provided to make sure our visitors understand what is expected on site. Please ask a member of the office staff if you require clarity over anything, and please refer back to this document if necessary.

### Arrival and access to the school

Battle Abbey school is located within the grounds of the Abbey, through the Gatehouse at the end of Battle High Street. Once at the school building, please use the intercom buzzer to speak to a member of the school office who will collect you from the front door.

### If arriving by car

Please drive up to the main Gatehouse gate and someone will be on hand to let you in. The town of Battle is easily accessible from the A21 (via M25) and A2100 (via Johns Cross roundabout signposts to Battle).

### If arriving by train

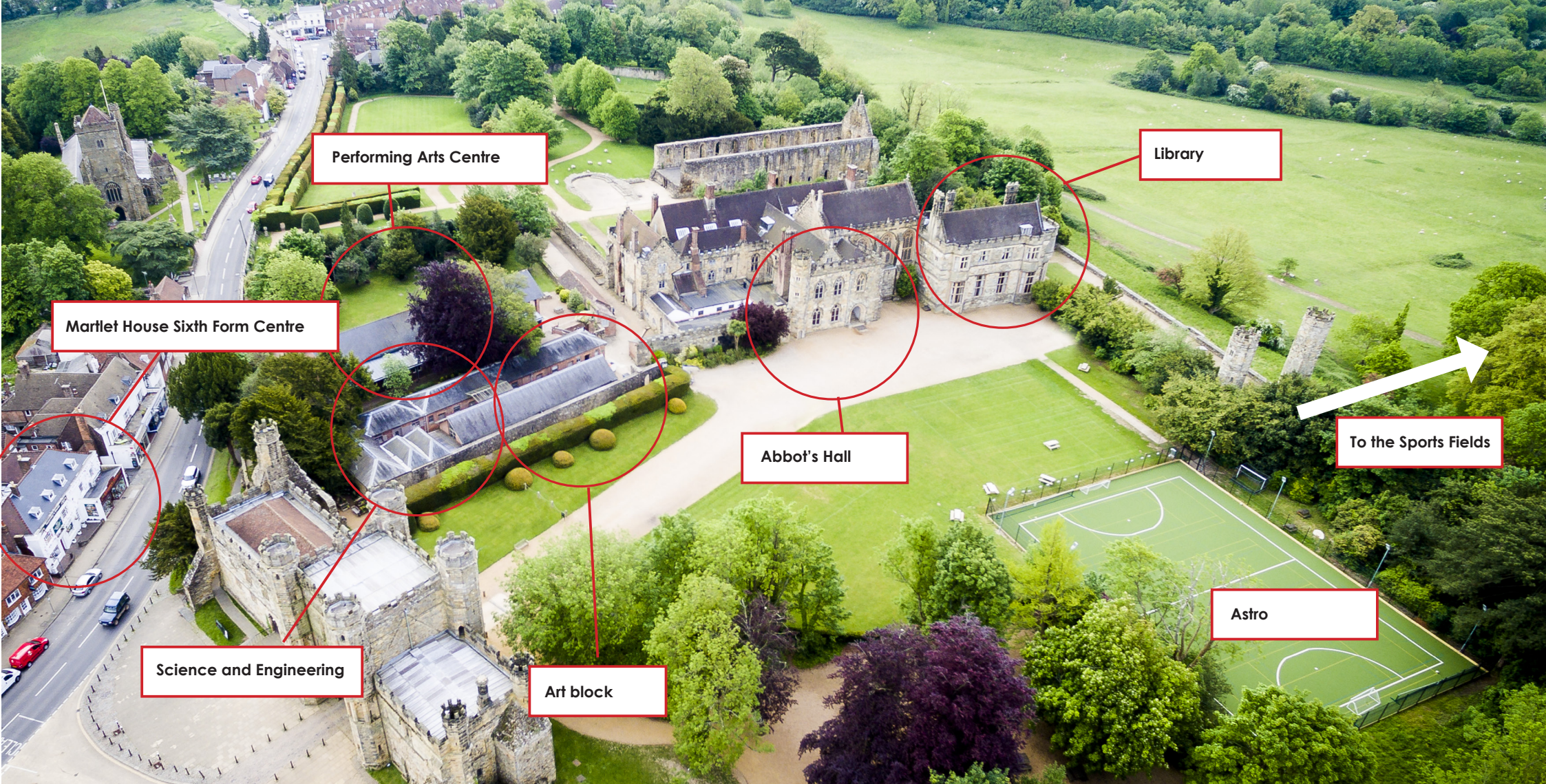
Battle Abbey School is a ten-minute walk away from Battle mainline station, which is on the main coastal route to Hastings, from Charing Cross and London Bridge. Once on the main road at the end of the station approach, turn right and follow the line of the road up the hill to the roundabout at the Chequers Pub. Continue left at the roundabout into Battle. Buildings on your left will give way to the Abbey wall that can be followed round to the Gatehouse.

### Visitor arrival information

On arrival, please ensure that you buzz in and sign in at the school office and collect a visitor's badge/lanyard. Please wear your visitor's badge at all times in a visible position whilst on the premises. You must be accompanied by a member of staff around the school. Visiting children must be accompanied by an adult at all times.

However, if you are a visitor who regularly visits several different schools as part of your duties, you or your manager should have supplied a member of school staff with written confirmation that a satisfactory enhanced DBS check has been carried out.





"Battle Abbey School, an independent School in East Sussex, is extraordinarily special. A glimpse through its enchanting gatehouse tells you that you are not only in a historically significant place, but also in a school that has an incomparable character. Battle Abbey's ideal size, wonderful pastoral care, impressive facilities, continuity of education from Nursery to Sixth Form and holistic approach allied to its warm, good humoured and highly supportive working environment make for a very inclusive and unique educational establishment. The School manages to blend traditional values to new, innovative thinking in teaching and learning whilst still providing a wide range of extra-curricular activities and many opportunities to support and serve the local and wider community. It has a proven track record in many curriculum areas and has developed an enviable reputation for adding value academically in a mixed ability setting.

Battle Abbey's ethos is highly distinctive and focuses on nurturing a close-knit family atmosphere, encouraging active participation from its students, promoting an international perspective through its boarders and encouraging self-respect, self-confidence and compassion for the needs of others. It is the sort of school where students settle very quickly and contribute willingly and positively whilst developing a genuine pride in their school and a real passion for their learning."

**Hannah Blake – Battle Abbey School Headteacher**



## Safeguarding and Child Protection

Battle Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all visitors to share this commitment and to work within the current legislative framework.

At our school we consider the safeguarding of our children to be of paramount importance. Therefore, everyone on our site must be responsible for safeguarding and protecting children, and aware of our procedures.

If you have a safeguarding or child protection concern about a child, or if you are concerned by anything you see or hear, please report as soon as possible to the Designated Safeguarding Lead (DSL)/Head of Welfare: Rebecca Ingall, on [safeguarding@battleabbeysschool.com](mailto:safeguarding@battleabbeysschool.com) or 01424 772 385 / 01424 776 804, or in her absence, with the Deputy DSLs (please see the Safeguarding posters around the school for more details.) If you are unable to contact any of the Safeguarding Leads, then please speak to a member of staff or the school office, and they will alert the relevant member of staff.

If you have a concern about a member of staff, please discuss your concerns with the DSL or Headteacher, Hannah Blake at [blakeh@battleabbeysschool.com](mailto:blakeh@battleabbeysschool.com).

If you have a concern about the Headteacher, please discuss them with the Chair of Governors Rear Adm. John Kingwell. The staff at the school office will help locate them for you if needed.

### Appropriate Behaviour

As a visitor, please remember we expect you to:

- behave appropriately and use suitable language
- avoid physical contact with any child
- never exchange personal contact details with a child or arrange to meet them outside of the school environment
- not use a personal camera, including mobile phone cameras, to take photographs without prior permission being given

If you witness any suspicious behaviour or objects, please contact the school office immediately. Please do not attempt to touch, move or approach any suspicious object or person behaving in a strange or suspicious manner.

## Fire and Evacuation Procedures

If you hear the fire alarm (a continuous siren) please leave the building by the nearest available emergency exit as quickly and calmly as possible, following the evacuation plan for the room you are in. Do not collect personal belongings.

Remain with the member of staff you are with or follow students/staff and proceed to the Assembly Point on the front lawn, where a member of staff will direct you to the designated area.

Only return to the building once the Fire Marshall has declared it is safe to do so.

Local instructions for raising the alarm, summoning the Fire Service and evacuating the premises are posted throughout the school and must be complied with.

### Incidents and Accidents

In the event of an incident or accident please report to the member of staff you are with or the school office immediately (01424 772 385) or contact the emergency services directly on 999 or 112 in the event of a serious incident.

If injured, obtain the assistance of a First Aider, via the school office.

If the school is to enter a lockdown, there will be a continuous ringing of the bell for 15 seconds. The member of staff you are with will be able to guide you to a safe place. Depending on where you are and what is happening, it might be safest to leave the site.

You must also report to the School Office any incidents, accidents or near misses which occur on the school site whether or not any school staff / pupils were involved.

An accident reporting form will need to be completed; this is held in the school surgery/medical room.

### Other General Information

Smoke Free policy – our school operates a no-smoking policy throughout the entire site including all outside areas and the playing fields.

Visitor toilets – these are located near the school office; please ask the staff at the school office for directions.

Access to the internet – all users of our school's systems and wi-fi must comply with the acceptable use policy. Please ask the staff at reception for details. Photographs must not be taken on school premises unless prior authorisation has been given.

### Contact us

Battle Abbey School Battle High Street, Battle, East Sussex, TN33 0AD.  
Tel: 01424 772385  
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