

Sky Blue Bubble Zone, Level 1

First Aiders

Safeguarding Team

Classroom learning is within the classroom and in the allocated outdoor terrace/not in hallways. Walkie Talkie system for start of day pick up / end of day drop off to reduce #s in the hallways. Movement through the bubble zone needs to be communicated to classrooms in this zone. Only one class moves through the zone. ROTA for playground and lunch. Lunch for pupils is on their allocated table. Use of shared space (sensory room, soft play) is scheduled by the Assistant Principals. Staff admin area for photocopying, planning, assessment is located on each floor. Staffroom and linked 4th floor outdoor terrace available for lunch. No smoking outside of the school gates for this school or UCLA. No visitors or parents on-site unless scheduled by Senior Team. Lockers for personal belonging storage. We are a nut-free school. Pupils have a range of allergies and medical needs. Read SIMS and all individual plans to ensure wellbeing and safety through personalised strategies.

Resources and Consumables Ordering

Order forms for resources and consumables are located on the Shared Drive. This includes PPE items like antibacterial gel, antibacterial wipes, and antibacterial soap.

Email finance@swisscottage.camden.sch.uk by Thursday at noon to get your resources and consumables delivered to you by Monday morning.

Resources and consumables will not be delivered during the school day and staff cannot pick up from the storage cupboards.

ICT and Building Referrals

Email the ICT team on:

techreferral@swisscottage.camden.sch.uk

ICT support is via email and issues will get resolved after the school day ends in the Classroom/office at a scheduled time. Do not call the ICT team because they cannot go into different bubbles during the school day.

Building or cleaning priorities: email the business team on:

bamreferral@swisscottage.camden.sch.uk

Only call reception if it is a health and safety issue with the building.