



## **Centre teaching and ensembles at Lyndon School during the week.**

**2018-19**

A generic expectation sheet has been sent to all staff: This is to clarify expectations/roles and responsibilities for each night and who is responsible for what.

### **Monday nights:**

Anthony Jones (AJ) is the senior member on site on Mondays from 4.15pm – 7.30pm. *If AJ is not available that evening the responsibility is passed down to another member of staff and the office/site team is made aware who that person is.*

If the fire alarm goes off during that time AJ will ensure the building is clear. (As per SMS fire policy). Conductors are responsible for their own ensembles at all times and teachers are responsible for the pupils that they are teaching.

At 4.30pm (1<sup>st</sup> ensemble) Richard Salt (RS) takes a handset to the dining area and is responsible for ensuring ensembles are cleared from the building in the event of a fire.

At 5.40pm Matt Sharpe (MS) takes responsibility for the handset. MS and Keith Allen (KA) are then responsible for the 6.00pm -8.00pm groups. And if there is an issue after 7.30pm (MS/KA) will be the senior members on site.

From 8.00pm, the handset is returned to the office when all pupils have been collected and the site is clear.

SMS site locked up and lights turned off.

### **Tuesday nights:**

Mark Webb (MW) and Stuart Edwards (SE) are the senior members on site until 8.00pm. MW to take a handset down to dining area for the 6.00pm

*group. If MW and SE are not available that evening the responsibility is passed down to another member of staff and the office/site team is made aware who that person is.*

In the case of fire or emergency MW and SE take responsibility to clear the building and to liaise with site team. (As per SMS fire policy)

From 8.00pm, the handset is returned to the office when all pupils have been collected and the site is clear.

MW and SE to make sure SMS is locked up and lights are turned off.

### **Wednesday nights:**

String team to take a handset down to the Hub. Pupils are collected from the dining area and taken down to the rehearsal space. After the rehearsal is finished pupils are walked from the Hub to the dining area and handed back into the care of the parents. From 4.00pm -5.40pm Elly Gosling (EG) is the snr member on site. From 5.45pm Charlotte Aylwood (CA) is the senior person on site.

*If EG or CA are not available that evening the responsibility is passed down to another member of staff and the office/site team is made aware who that person is.*

In the case of a fire between 4.30pm -5.40pm Elle Gosling (EG) is responsible for clearing the building and from 6.00pm – 8.00pm that responsibility falls to Charlotte Aylwood (AH). (As per SMS fire policy)

From 8.00pm, the handset is returned to the office when all pupils have been collected and the site is clear.

CA and remaining string team to make sure SMS is locked up and lights are turned off.

### **Thursday Nights:**

Richard Jones (RJ) is the senior member on site on Mondays from 4.15pm – 8.00pm.

*If RJ is not available that evening the responsibility is passed down to another member of staff and the office/site team is made aware who that person is.*

If the fire alarm goes off during that time RJ will ensure the building is clear. (As per SMS fire policy) Conductors are responsible for their own ensembles at all times and teachers are responsible for the pupils that they are teaching.

At 4.30pm (1<sup>st</sup> ensemble) Richard Bull (RB) takes the handset to the dining area and is responsible for ensuring ensembles are cleared from the building in the event of a fire. RB to keep handset until 8.00pm

From 8.00pm, the handset is returned to the office when all pupils have been collected and the site is clear.

SMS site locked up and lights turned off.

### **Friday Nights**

No ensembles rehearse on this evening. SMS staff are responsible for the safety of their pupils and ensure they are handed back into the care of their parents. In the event of a fire Lyndon Site team will liaise with SMS staff to clear the building.

The front door remains locked after the agreed time and SMS staff will buzz parents/pupils into the building. Parents must wait in the foyer.